

Personal Computer FEDSTRIP System (PC–FEDS)

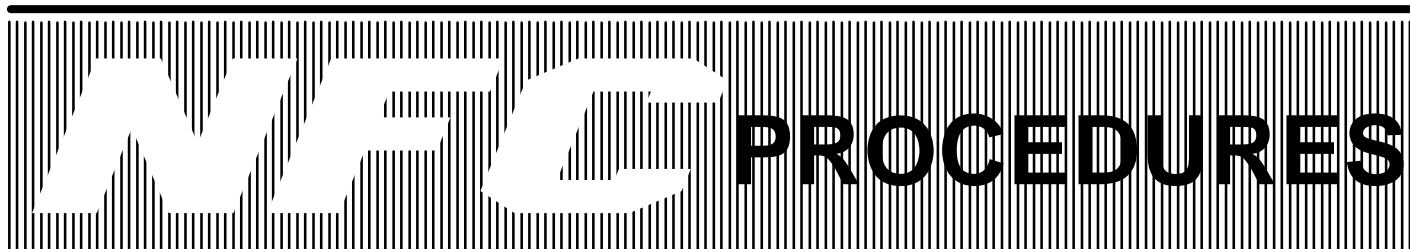
This is the Web version of the PC–FEDS procedure. If you compare this version to the hardcopy, you may see the following differences:

- **In all procedures**, fonts have been changed for web publishing, and as a result, some shifting in text may have occurred.
- **In amended procedures**, the amended pages (if any) have been interfiled, and where applicable, point pages were eliminated. As a result, repagination may have occurred. Also, amendment marks (arrows and stars) have been removed, and amendment numbers in the footer have been replaced with an issue date.

This document is hyperlinked for easy navigation. To find information, just search the **Table Of Contents** or the **Heading Index** and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

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U.S. Department of Agriculture • National Finance Center

March 1995

PERSONAL COMPUTER FEDSTRIP SYSTEM (PC-FEDS)

Title VI
SYSTEMS ACCESS MANUAL

Chapter 7
PROCUREMENT AND OTHER PAYMENTS

Section 9
PERSONAL COMPUTER FEDSTRIP SYSTEM

Initial Publication	May 1992
Revision 1	May 1993
Revision 2	March 1995

User Survey For USDA/NFC Procedures

The Directives and Analysis Branch requests your comments on this procedure. To help us evaluate and improve the effectiveness of our publications, please answer the questions below.

Return the survey within 30 days to:

┌ Directives and Analysis Branch ┐
USDA/NFC
P.O. Box 60000
New Orleans, LA 70160-0001
└ ┘

Optional:

PC-FEDS (V1.02)

Procedure Name

User Name Phone No.

VI / 7 / 9 /

Title Chapter Section Subsection

Job Title Grade

Address

City State ZIP

1. How helpful is the procedure to you in performing your job?

- ☐ Very helpful
☐ Fairly helpful
☐ Not very helpful because _____

5. How frequently do you use the procedure?

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Other: _____

2. Is the format easy to follow?

- ☐ Yes
☐ No, I suggest _____

6. Have you found any errors in the procedure?

- ☐ No
☐ Yes _____

3. Is the writing easy to understand?

- ☐ Yes
☐ No, I suggest _____

7. What recommendations/comments would you like to make regarding this procedure?

4. Are the instructions/exhibits clear and easy to follow?

- ☐ Yes
☐ No, I suggest _____

THANK YOU FOR COMPLETING THIS SURVEY!

Table Of Contents

	Page
<u>About This Procedure</u>	1
<u>How The Procedure Is Organized</u>	1
<u>What Conventions Are Used</u>	1
<u>Who To Contact For Help</u>	1
<u>System Overview</u>	3
<u>Access Levels</u>	3
<u>Equipment</u>	3
<u>Technical Support</u>	4
<u>Software Installation</u>	5
<u>Preparing For Installation</u>	5
<u>Installing Or Updating The Software</u>	6
<u>System Access</u>	11
<u>Security And Remote Terminal Usage</u>	11
<u>Sign-On</u>	11
<u>Sign-Off</u>	12
<u>System Operation</u>	13
<u>Operating Features</u>	13
<u>System Edits</u>	13
<u>Function Keys</u>	13
<u>Entering AD-633 Data (Access Level 1)</u>	15
<u>PC-FEDS Main Menu (Access Level 1)</u>	17
<u>AD-633 (entering only)</u>	18
<u>Utilities</u>	26
<u>Creating Transmit Files (Access Level 2)</u>	29
<u>PC-FEDS Main Menu (Access Level 2)</u>	31
<u>AD-633 (creating a transmit file)</u>	31
<u>Utilities</u>	34
<u>Maintaining PC-FEDS (Access Level 3)</u>	37
<u>PC-FEDS Main Menu (Access Level 3)</u>	39
<u>Users</u>	40
<u>Tables</u>	42
<u>Accounting Code</u>	43
<u>Document Identifier Code (Doc-ID Code)</u>	46
<u>Routing Identifier Code (Routing ID Code)</u>	48
<u>Priority Code</u>	50
<u>Advice Code</u>	52
<u>Object-Class Code</u>	54

**Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System**

Table Of Contents *(cont'd)*

	Page
Unit-Of-Issue Code	56
Requisit Numbers	58
 Exhibits	
1. Sample Form AD-633 (Rev. 3-77)	63
2. Sample Print AD-633	64
3. FEDSTRIP AD-633 Transmission Report <i>(in balance)</i>	65
4. FEDSTRIP AD-633 Transmission Report <i>(out of balance)</i>	66
 Appendix	
List Of DOS Error Numbers	69
 Heading Index	 Index – 1

About This Procedure

This procedure provides instructions for installing, accessing and operating the Personal Computer FEDSTRIP System (PC-FEDS). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections and page numbering are described below:

[System Overview](#) describes what the system is used for and provides related background information.

[Software Installation](#) provides information on installing or updating PC-FEDS on the personal computer.

[System Access](#) provides access security information and instructions for accessing the system.

[System Operation](#) describes the system's design and how to use its operating features.

[Entering AD-663 Data \(Access Level 1\)](#) gives instructions for selecting options from the system's primary selection screen that allow the user to enter, view, change, delete, or print AD-633 data.

[Creating Transmit Files \(Access Level 2\)](#) gives instructions for selecting options from the system's primary selection screen that allow the user to create a transmit file of AD-633 records. It also allows users to perform all functions of Access Level 1.

[Maintaining PC-FEDS \(Access Level 3\)](#) gives instructions for selecting options from the system's primary selection screen that allow the user to establish user ID's and then to establish the valid accounting codes and requisition numbers. These functions must be performed before any AD-633 data can be entered into PC-FEDS. Access Level 3 also allows the user to perform all functions of Access Levels 1 and 2.

Instructions for each **menu** and **menu option** are provided under a separate heading. All options on a sub-menu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The [Exhibits](#) section includes illustrations such as examples of forms, reports, and screens, or other graphic information.

The [Appendix](#) contains reference information, such as a code list.

The [Heading Index](#) provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

Pages are numbered consecutively at the bottom of each page.

What Conventions Are Used

This procedure uses the following conventions:

□ Messages displayed by the system are printed in *italics*. Example: The message *Add This Record To The File...OK Cancel* is displayed.

□ Field specifications are also printed in *italics*. Example: **DIC.** (*required, alphanumeric field; 3 positions*). Key in the document identifier code.

□ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in **FEDS**.

□ Emphasized text within a paragraph is printed in **bold**. Example: PC-FEDS has a **Help** feature that provides tutorial information at the stroke of a key [F1].

□ Figure and exhibit references link figures and exhibits with the text. These references are printed in a bold font as shown here. Example: The Help screen (**Figure 10**) is displayed.

□ References to sections within the procedure are printed in bold as shown here. Example: See [Adding An AD-633 Record](#) under **AD-633**.

□ Keyboard references are printed in brackets. Example: Press [Enter]. Press [F1].

□ Optional actions at the end of a processing function are preceded by square bullets. Example:

- To add a new type style to the Printer table, press [Ins].

□ Important extra information is identified as a note. Example: ¶**Note:** The cursor is automatically positioned at the AD-633 option.¶

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**. However, if you experience a DOS error at any time while using this software refer to the Appendix, List of DOS Error Numbers, prior to contacting Information Center personnel.

For processing questions, contact the Miscellaneous Payments Section at **504-255-4647**.

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

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System Overview

The Personal Computer FEDSTRIP System (PC-FEDS) is a personal computer system of the U.S. Department of Agriculture (USDA). PC-FEDS is used to prepare and create a transmit file of Form AD-633, Multiuse Standard Requisitioning/Issue System Document, to be sent electronically to the National Finance Center (NFC).

The AD-633 is used to make Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) purchases from the General Services Administration (GSA), the Department of Defense (DoD), or the Veterans Administration (VA). (See [Exhibit 1](#) for a sample of Form AD-633 (Rev. 3-77).)

Below is a broad outline for using PC-FEDS:

1. The agency designates an individual(s) to install and maintain PC-FEDS for each procurement office. (This individual should have a working knowledge of DOS Version 3.1 or above.)
2. The designee installs the software on each user's PC (Access Level 3).
3. The designee establishes user ID's and enters accounting codes and requisition numbers (Access Level 3).
4. Procurement personnel enter FEDSTRIP orders (Access Level 1).
5. Procurement personnel reformat orders into a XMIT disk file to be transmitted to NFC (Access Level 2).
6. Procurement personnel transmit the FEDSTRIP XMIT disk to NFC using communications equipment.
7. NFC nightly processes the FEDSTRIP data, produces the order and transmits to GSA, and obligates the order to process (pay) against subsequent GSA bill.

Access Levels

PC-FEDS provides three levels of access. These levels are defined as follows:

Access Level 1. Allows the user to enter, change, delete, view, and print FEDSTRIP data. The AD-633 requirements in the FEDSTRIP Operating Guide (FOG) and in the FEDSTRIP Procedure (Title II, Chapter 4, Section 1) should be used as a guide when entering AD-633 data. Also, samples of reports and completed AD-633's can be found in the FEDSTRIP procedure.

Access Level 2. Allows the user to create a transmit file of FEDSTRIP data.

Access Level 3. Allows the user to install PC-FEDS software, maintain user ID's, and maintain system tables.

To ensure accountability for PC-FEDS, each agency must designate an individual(s) with Access Level 3 authority to:

- install the PC-FEDS software.
- create and control the password record for each authorized user.
- maintain the system edit tables.
- provide guidance to users.

This individual(s) is responsible for safeguarding the PC-FEDS software at the agency location and acts as liaison between the PC-FEDS users and NFC for PC-FEDS matters. In addition, the agency security officer (or assigned communications officer) is responsible for establishing transmission capabilities. (For more about computer security, see Title VI, Chapter 2, Security Access Procedures.)

Equipment

You will need the following equipment to use the PC-FEDS software:

- An IBM compatible personal computer with a minimum of 512K Random Access Memory (RAM) available
- One double-sided, double-density (360k or higher) 5 1/4 or 3 1/2-inch floppy-disk drive
- One hard-disk drive
- A color monitor with a color graphics adapter card or a monochrome monitor with a graphics adapter card
- An 80-column printer
- Two additional floppy disks for XMIT and backup

Additional equipment that is needed to transmit FEDSTRIP files:

- A 3780 Remote Job Entry (RJE) connection to batch transmit FEDSTRIP data to NFC.

Optional equipment for using PC-FEDS:

- PC-FEDS operates on DOS-based Local Area Networks (LAN's).

Note: The LAN operates with DOS 3.1 or greater in order to use files in a shared mode. The shared mode provides multi-user capabilities. Two or more users can access the same file simultaneously.

Systems Access Manual Procurement and Other Payments Personal Computer FEDSTRIP System

- PC-FEDS operates with a mouse. An appropriate mouse driver must be installed.

☞**Note:** Using a mouse is usually easier and faster than using a keyboard. However, you can use just the keyboard if you prefer or a combination of mouse and keyboard techniques.☞

The floppy disk used and produced by PC-FEDS may be transferrable from one PC to another; however, users may encounter disparities in operating system floppy disk formatting densities among PC's. For example, a transmission disk drive is submitted to a telecommu-

nication/transmission PC with a low-density disk drive. Consult your PC/MS-DOS manual concerning formatting options.

Technical Support

NFC's Information Center personnel are the designated liaisons between NFC and the agencies using PC-FEDS. Please direct questions about the PC-FEDS Program software to the Financial Information Branch at **504-255-5230**. Direct questions about this procedure to the Directives and Analysis Branch at **504-255-5322**.

Software Installation

The individual designated by the agency to have Access Level 3 authority will install PC-FEDS software following these instructions.

Note: Copies of the PC software diskette(s) accompany each procedure.

Preparing for Installation. The values for files and buffers must be set before installing PC-FEDS software. The value for files must be 65 or greater and the value for buffers should be set for individual PC's to ensure best performance. Refer to Steps through 5 for information about how to create or modify the Config.Sys file.

Note: The PC-FEDS software can modify these files and save a backup copy of the previous file. This is discussed under **Installing Or Updating The Software, Step 7.**

Individuals with Access Level 3 authority should contact their Information Resources Management (IRM) Specialist or Installation/Security Officer about modifying files and buffers when encountering installation problems or contact Information Center personnel at 504-255-5230.

Step 1. Turn on your computer and monitor.

Step 2. Display the hard-disk drive prompt in accordance with instructions for your equipment.

For the purpose of this procedure, the hard-disk drive and its prompt are referred to as drive C and the C> prompt. (See [Figure 1.](#)) If your hard drive is identified differently, use your hard-disk drive identifier in place of the C>.

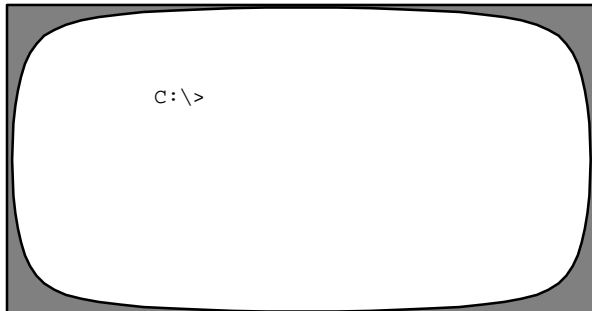


Figure 1. C> screen

The floppy-disk drive and its prompt are referred to as drive A and the A>. If your floppy drive is identified differently, use your floppy-disk drive identifier in place of the A>.

Step 3. Check the root directory for a file named Config.Sys. At the C>, key in **Type Config.Sys** and press [Enter].

If the message *File Not Found* is displayed, you may allow the installation procedure to create the file with appropriate entries or go to [Step 4.](#)

If the Config.Sys file (**Figure 2**) is displayed, go to [Step 5.](#)

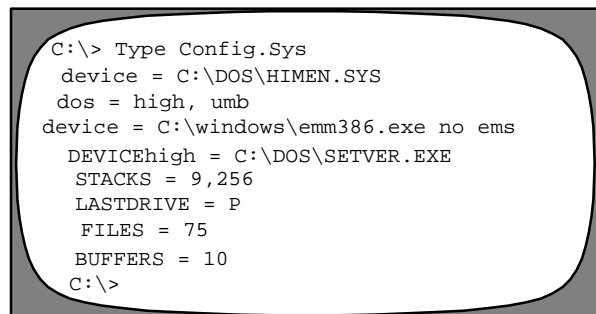


Figure 2. Config.Sys file

Step 4. To create the Config.Sys file without the PC-FEDS software assistance, use any text editor.

Note: For information about text editors, see your DOS Manual.

Step 5. At the Config.Sys file display, determine the following:

- If the value for Files= is equal to or greater than 65, go to [Installing Or Updating The Software, Step 1.](#)
- If the Config.Sys file does not include the Files= statement, go to [Step 4](#) above, to create the file. If the file exists but the value for Files= is less than 65, modify the file with the assistance of the PC-FEDS software discussed under [Installing Or Updating the Software, Step 7.](#)

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Installing Or Updating The Software. Follow the steps below to install or update the software.

Step 1. With the C> displayed, insert the PC-FEDS diskette into your PC's floppy-disk drive (or external-disk).

Step 2. Key in A: at the C> and press [Enter]. The C> changes to the A>.

Step 3. To **install** the software, key in *install* at the A> and press [Enter].

Note: If your system is monochrome, key in *install* (space)-m and press [Enter].

The word INSTALL is displayed followed by the message *Getting Custom Information...One Moment, Please*. The Installation Main Menu (**Figure 3**) is displayed immediately following this message. The menu provides four installation options: **Install PC-FEDS**, **Update PC-FEDS**, **Get a New Copy of a File**, and **Finished**. As a selection is highlighted, a pop-up window is displayed describing the function. For example, when **Install PC-FEDS** is highlighted, the message *Install Everything* is displayed.

Use the function keys displayed at the bottom of the screen as follows:

- To display information for assistance during installation, press [F1].
- To exit to the operating system, press [F2]. The message *Do You Wish To Exit To The Operating System And Then Return? Press "Y" For Yes, "N" For No Or <Ctrl>X To Quit* is displayed. Key in Y. The operating system prompt is displayed. Key in *Exit* and press [Enter] to return to the Installation Main Menu.
- To display a summary of your system, press [F3].

You are now ready to **install** PC-FEDS (first installation) (**Step 4**) or **update** (subsequent installations) (**Step 5**).

Caution: The install option overwrites existing FEDSTRIP data in your files. Therefore, if you want to retain FEDSTRIP data keyed into an earlier version of the software, use the update option. When the software is upgraded and a new version is provided to you, discard the outdated diskette and put the new one in a safe place for future use. NFC does not support prior versions of the software.

Step 4. For a first-time installation, at the Main Menu with **Install PC-FEDS** highlighted, press [Enter]. The message *Select A Drive For Installation. You'll Need 917504 Bytes Of Available Space For Fixed Drive Installation. Press The Letter For The Drive Of Your Choice Or Use The Arrow Keys, Then Press <Enter>* is displayed with **C: a local fixed drive (48261120 bytes available)** highlighted. Press [Enter] to select drive C or move the cursor to another drive and press [Enter].

If you selected drive C, the message *Please Choose Your Installation Directory (Use A Fixed Drive). You'll Need 917504 Bytes Of Available Space For Fixed Drive Installation* is displayed with **C:\FEDS** highlighted. Press [Enter].

The Installing files and Progress Indicator screen (**Figure 4**) is displayed with the files that are being loaded onto your hard drive flashing on the screen. When the files are completely loaded, the file loader and the progress indicator are completely darkened. The Destination for FEDS.BAT screen (**Figure 5**) is displayed with **C:** highlighted. Press [Enter]. The Installation Main Menu is automatically displayed. Go to [Step 7](#) to finish installation.

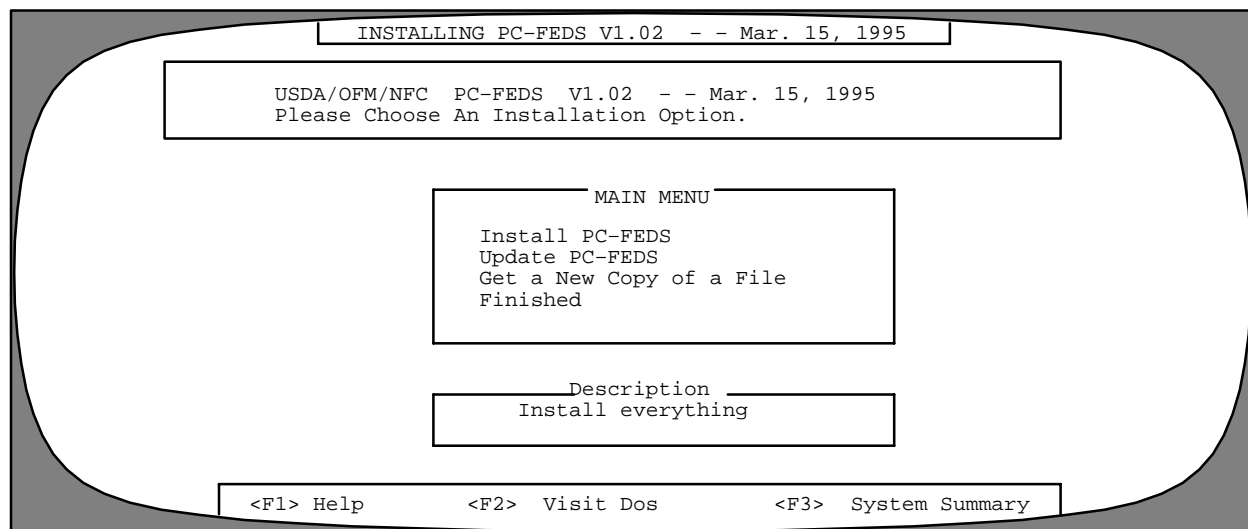


Figure 3. PC-FEDS Installation Main Menu

Step 5. To **update** the software, at the Installation Main Menu, move the cursor to **Update PC-FEDS**. The description *Partial Installation – System Already Exists* is displayed. Press [Enter]. The Installing files and Progress Indicator screen (**Figure 4**) is displayed with the files that are being loaded onto your hard drive flashing on the screen. When the files are completely loaded, the file loader and the progress indicator are completely darkened. The Destination for FEDS.BAT screen (**Figure 5**) is displayed with C:\ highlighted. Press [Enter]. The Installation Main Menu is automatically displayed. Go to [Step 7](#) to finish installation.

Step 6. To **get a new copy of a file**, at the Installation Main Menu, move the cursor to **Get a New Copy of a File**. The description *Get a replacement copy of a file* is displayed. Press [Enter]. The message *Getting A Single File. Please Enter The Name Of The File You Need A New Copy Of Or Leave Blank To Exit* is displayed. Press [Enter]. The Installation Main Menu is automatically displayed. Go to [Step 7](#) to finish installation.

Step 7. To **finish** the installation process, at the Installation Main Menu, move the cursor to **Finished**. The description *Exit This Installer And Return To The Operating System* is displayed. Press [Enter]. The How Shall We Handle It? screen (**Figure 6**) is displayed with three options. These options are: **Go ahead and modify**, **Create example files**, and **Bypass these changes**.

Instructions follow for using these options:

- To have the system modify your files, move the cursor to **Go ahead and modify** and press [Enter]. The message *Please Indicate Your Computer's True Boot Drive. This Drive's Root Directory Should Contain The AUTOEXEC.BAT and CONFIG.SYS Files, If Any* is displayed with [C] as the default. Press [Enter] to select C or key in your computer's true boot drive if other than C. Press [Enter].

The default path to be used for the Autoexec.Bat file is displayed. Press [Enter]. If you want to use another path, enter it at this point and press [Enter].

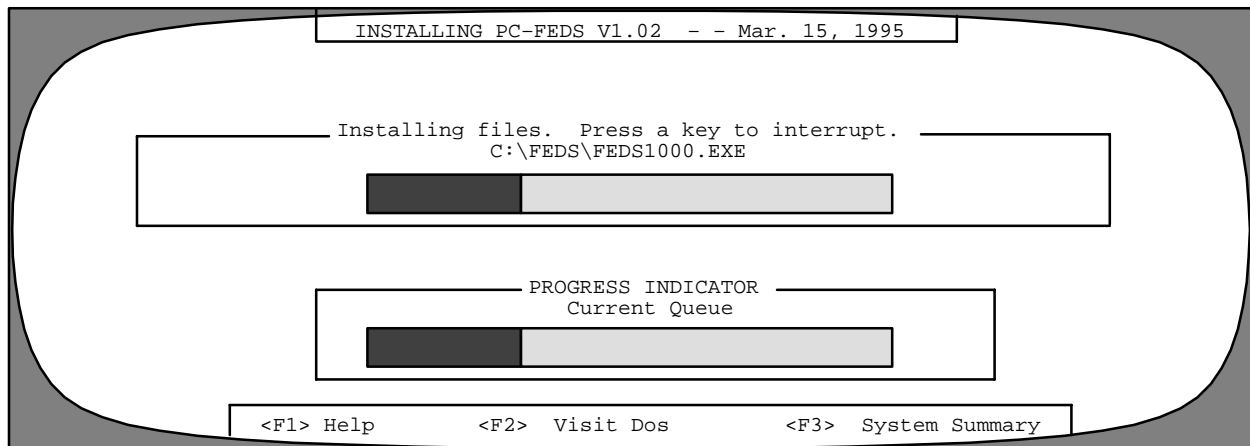


Figure 4. Installing files and Progress Indicator screen

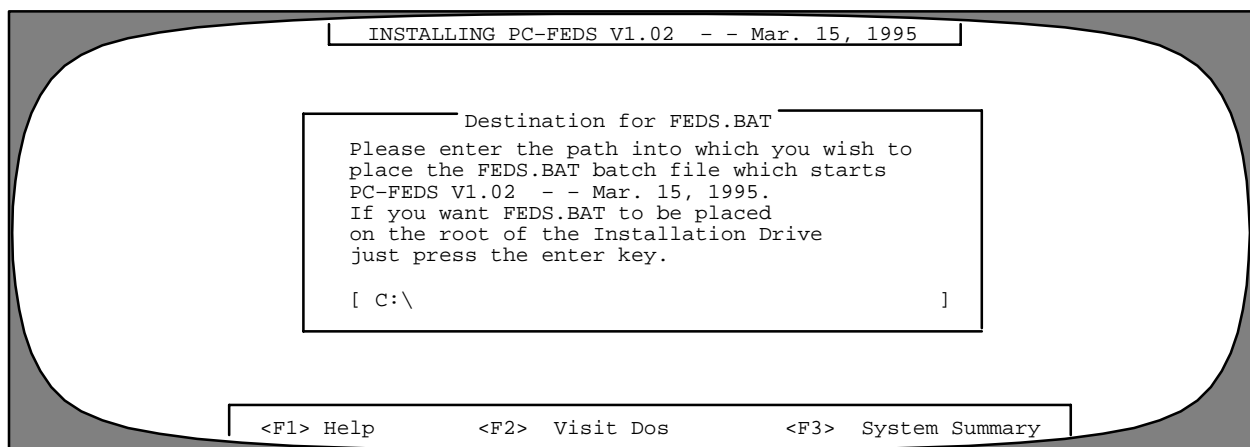


Figure 5. Destination for FEDS.BAT screen

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

The default path to be used for the Config.Sys file is displayed. Press [Enter]. If you want to use another path, enter it at this point and press [Enter]. The message *USDA/OFM/NFC – PC–FEDS V1.02 – Mar. 15, 1995 – For Authorized Use Only.!* is displayed. Press any key to continue. The message *Please Remember To Reboot Your Computer. Press A Key To Continue* is displayed. Press any key to continue.

You have finished installing the PC–FEDS software and the A> is displayed. (See [Figure 7.](#)) Go to [Step 8.](#)

❑ To make your own modification(s), move the cursor to **Create example files** and press [Enter]. The message *Please Indicate Your Computer's True Boot Drive. This Drive's Root Directory Should Contain The AUTOEXEC.BAT and CONFIG.SYS Files, If Any* is displayed with [C] as the default. Press [Enter] to select C or key in your computer's true boot drive if other than C. Press [Enter].

An example of the path to be used for the Autoexec.Bat file is displayed. Press [Enter].

An example of the path to be used for the Config.Sys file is displayed. Press [Enter].

- If modifications are necessary, the message *One Moment Please* is displayed. A screen showing an example of the file(s) which requires modifications is displayed immediately following this message. Press [Enter]. Information about the new or updated software is displayed. Press any key to continue. The message *Please Remember To Reboot Your Computer. Press A Key To Continue* is displayed. Press any key to continue. The A> is displayed.

At the A>, return to your root directory to examine the example file(s) which requires modifications. You must modify your file(s) to match these values.

📌**Note:** If you do not modify your files to match these values, you will not be able to access the PC–FEDS Banner screen.📌

After modifying your files, reboot your computer for the changes to take effect. Go to [Step 8](#) and begin at the C>.

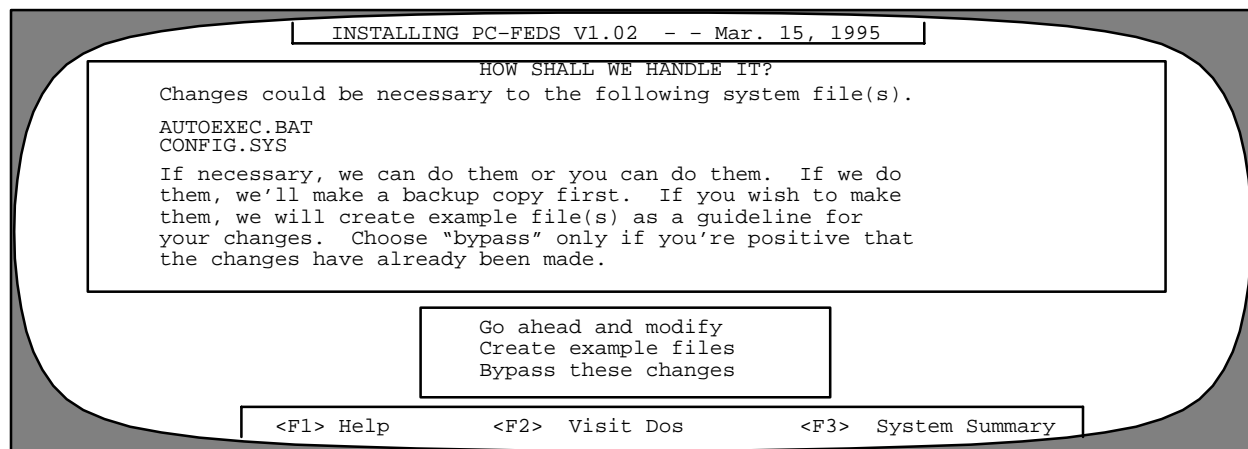


Figure 6. How Shall We Handle It? screen

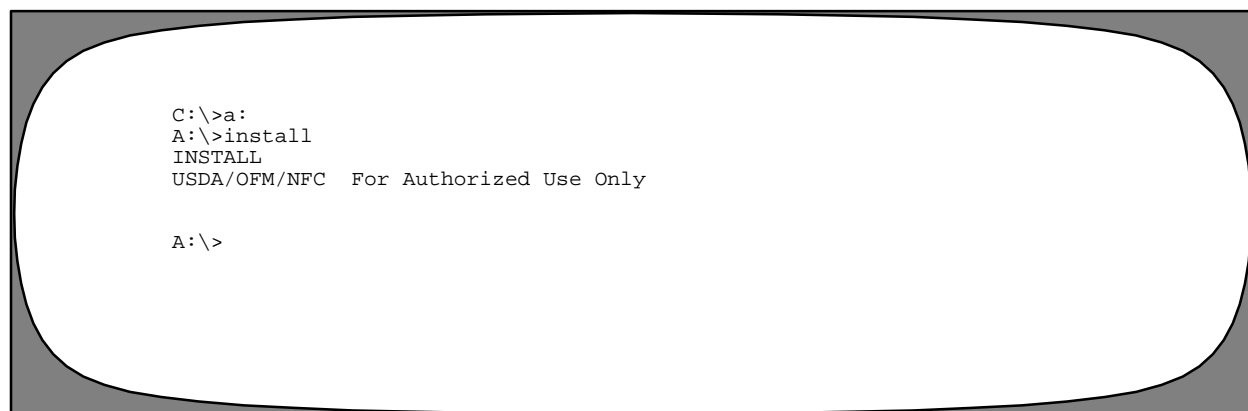


Figure 7. A> screen (after installation)

- If no modifications are necessary, the message *No Changes Were Necessary To Autoexec.Bat Or Config.Sys* is displayed. Press [Enter]. The message *USDA/OFM/NFC – PC–FEDS V1.02 — Mar. 15, 1995 – For Authorized Use Only.!* is displayed. Press any key to continue.

You have finished installing the PC–FEDS software and the A> is displayed. (See [Figure 7](#).) Go to [Step 8](#).

□ To by pass these changes, move the cursor to **Bypass these changes** and press [Enter]. The message *No Changes Were Necessary To Autoexec.Bat Or Config.Sys...Press A Key To Continue* is displayed. Press [Enter]. The message *USDA/OFM/NFC – PC–FEDS V1.02 — Mar. 15, 1995 – For Authorized Use Only.!* is displayed. Press any key to continue.

You have finished installing the PC–FEDS software and the A> is displayed. (See [Figure 7](#).) Go to [Step 8](#).

Step 8. The installation process is completed. The process you just completed creates a subdirectory on the fixed disk named FEDS, and copies the contents of the diskette into that subdirectory.

After you finish installing or updating the software, the A> is displayed. (See [Figure 7](#).) At the A>, key in C: to change the source drive. Press [Enter].

☞**Note:** If your file(s) has been modified, reboot the computer and reaccess the C>.

At the C>, key in **FEDS** and press [Enter]. The message *C:\>Echo Off* is displayed. The NFC banner screen (**Figure 8**) is displayed momentarily, then the PC–FEDS banner screen (**Figure 9**) is displayed.

**Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System**

(reserved)

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

PC-FEDS access security is designed to levels of software functionality for authorized users. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

To sign on after PC-FEDS is installed on your PC:

1. Display the C> prompt on your PC.

2. Key in *FEDS*.

3. The NFC banner screen (**Figure 8**) is displayed momentarily, then the PC-FEDS banner screen (**Figure 9**) is displayed.

4. Respond to the prompts as follows:

1 **User ID.** Key in your PC-FEDS user ID (e.g., NF999) and press [Enter].

2 **Password.** Key in your PC-FEDS password. (Your user password is not displayed on the screen.)

5. Press [Enter]. The message *Opening FEDSXXXX.DBF* is displayed followed by *Building FEDSXXXX Index*.

6. The applicable PC-FEDS main menu (**Figure 11, 22, or 28**) is displayed according to the user's access authority.

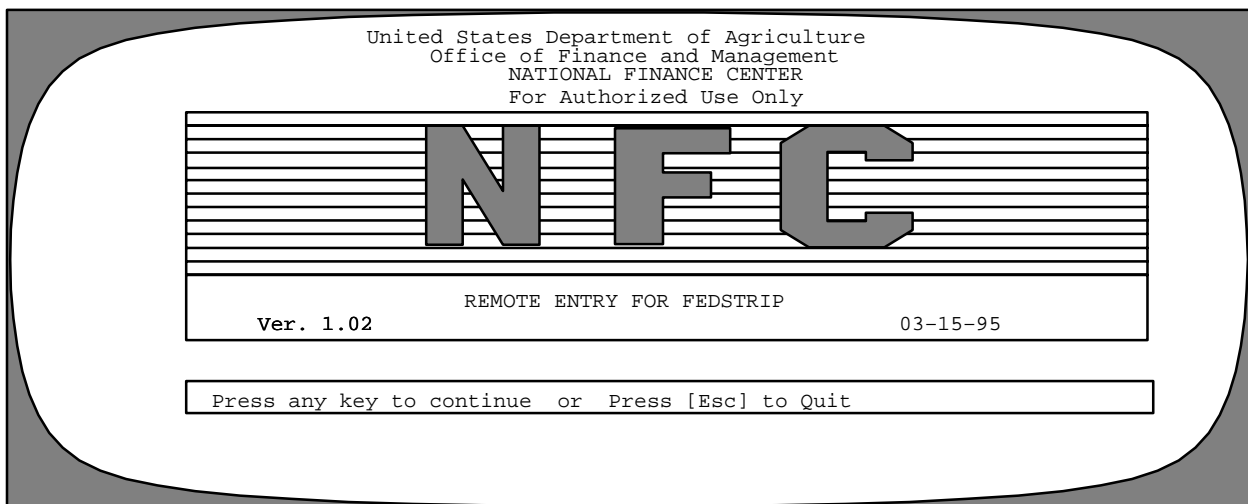


Figure 8. NFC banner screen

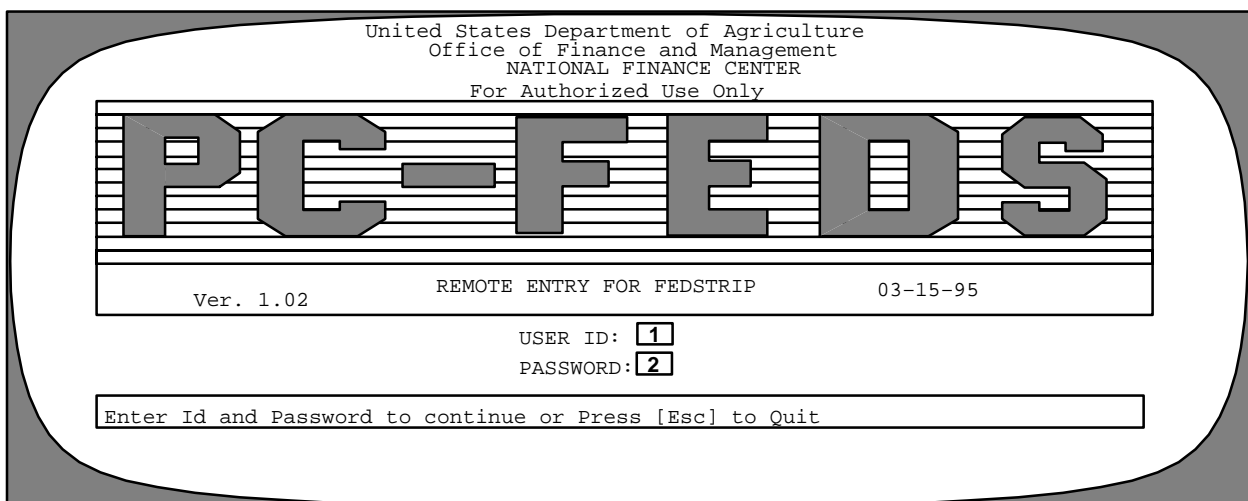


Figure 9. PC-FEDS banner screen

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Sign-Off

To exit from any screen in PC-FEDS:

1. Press [Esc] until the message *Leave This Program*

and *Return to Dos...Ok Cancel* is displayed with *Ok* highlighted (**Figure 10**).

2. To exit the program, press [Enter].

3. To remain in the program, move to the Cancel prompt and press [Enter].

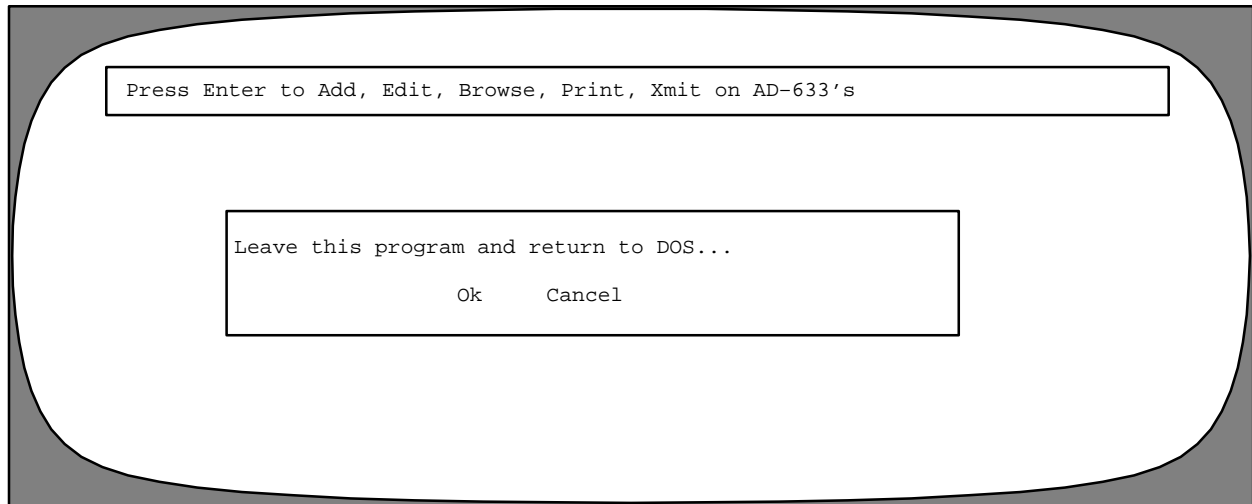


Figure 10. Exit PC-FEDS screen

System Operation

This section describes the system's design and special operating features.

Operating Features

PC-FEDS provides the following special features:

Help. PC-FEDS has a **Help** feature that provides tutorial information at the stroke of a key [F1]. When the help feature is used, pop-up windows that provide help text are displayed. **Note:** This help feature is available for most fields.

Point and Shoot. This feature provides users with the capability to look at a list of valid choices for a given field and to select the appropriate choice and bring it back to the field. Through a technique known as *point and shoot*, users view the choices, *point* to the appropriate one, and *shoot* it back to the field. This feature makes reference materials available at the stroke of a key.

Note: The point and shoot feature is available for many fields in the AD-633 option.

Menu Bar. There are two types of menu bars available: option menu bar and function menu bar. After you access PC-FEDS, the PC-FEDS main menu screen is displayed showing the main menu bar with available options. After you select an option, a screen is displayed with the function menu bar at the top.

Option Selection. The options available depend on the access level of the user. After you access PC-FEDS, the PC-FEDS main menu screen is displayed showing the main menu bar with available options. Access Levels 1 and 2 display the AD-633 and Utilities options. Access Level 3 displays the AD-633, Tables, Utilities, and Users options.

Pop-Up Screen. This feature provides users with the capability to look at a list of valid choices for a given field. When a selection is made for which the pop-up feature is available, a pop-up window is displayed with a list of valid choices.

Pull-Down Screen. This feature provides users with a list of available options. For example, when you select Tables from the main menu bar, the Tables Maintenance screen is displayed with a pull-down list of the eight PC-FEDS tables.

System Edits

As you enter data, PC-FEDS edits certain data elements to ensure accuracy. If an error occurs, an error message

is displayed in a pop-up window. The user can then make corrections before creating the transmit file.

Function Keys

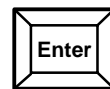
Your keyboard includes :

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in PC-FEDS are displayed at the bottom of each screen. Descriptions are provided below:

Key Functions



Used to **enter** (i.e., send to the system) the keyed-in data or used to move to the **next field**.



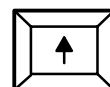
Used to move to the **next field** within the Document Identification, Requisition Data, and Accounting Classification sections.



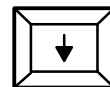
+



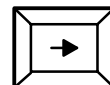
Used to move to the **previous field** within the Document Identification, Requisition Data, and Accounting Classification sections.



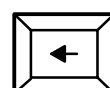
Used to move to the **previous field** within the Document Identification and Accounting Classification sections and to the **previous record** within the Requisition Data section.



Used to move to the **next field** within the Document Identification and Accounting Classification sections and to the **next record** within the Requisition Data section.



Used to scroll forward to the **next field** or **function**.



Used to scroll backward to the **previous field** or **function**.

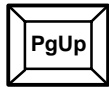


Used to move to the **next section** of data on the screen (e.g., from Document Identification section to Requisition Data section) or scroll from page to page.

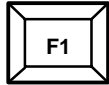
Systems Access Manual

Procurement and Other Payments

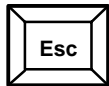
Personal Computer FEDSTRIP System



Used to move to the **previous section** of data on the screen (e.g., from Requisition Data section to Document Identification section).

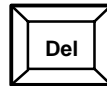


Used to display **help** text. **Note:** If help is available for a particular screen, the help text is displayed in a pop-up window. If not, the message *There Is No Help Available For This Screen* is displayed.

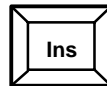


Used to **exit the current function** (except

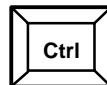
during software installation.



Used to **delete characters** in a field, delete whole records, or reactivate deleted records in Browse.



Used to **insert characters** that you inadvertently omit.



+



Used to **save data**.

**Entering AD-633 Data
(Access Level 1)**

Access Level 1 allows the user to enter, view, change, delete, or print AD-633 data.

(Individuals with Access Level 3 authority must add valid accounting codes and requisition numbers under the Tables option before any AD-633 data can be entered.)

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

PC-FEDS Main Menu *(Access Level 1)*

After you access PC-FEDS, the PC-FEDS main menu (**Figure 11**) is displayed showing the main menu bar with two options.

Note: The cursor is automatically positioned at the AD-633 option.

Below is a brief description of each option.

1 AD633. Used to enter, view, change, delete, or print AD-633 data.

2 Utilities. Used to reindex files, pack all files, modify the printer configuration, view a text file, delete

a transmitted file, backup files to floppy, and view disk directories.

To display a help screen for an option, move to the option and press [F1]. The Help screen (**Figure 12**) is displayed.

For help with cursor and window commands, press [F1] twice. The Text Processing help screen is displayed.

To select an option from the PC-FEDS main menu, move to the applicable option and press [Enter].

The screen for the selected option is displayed.

Instructions follow for selecting and using the system options.

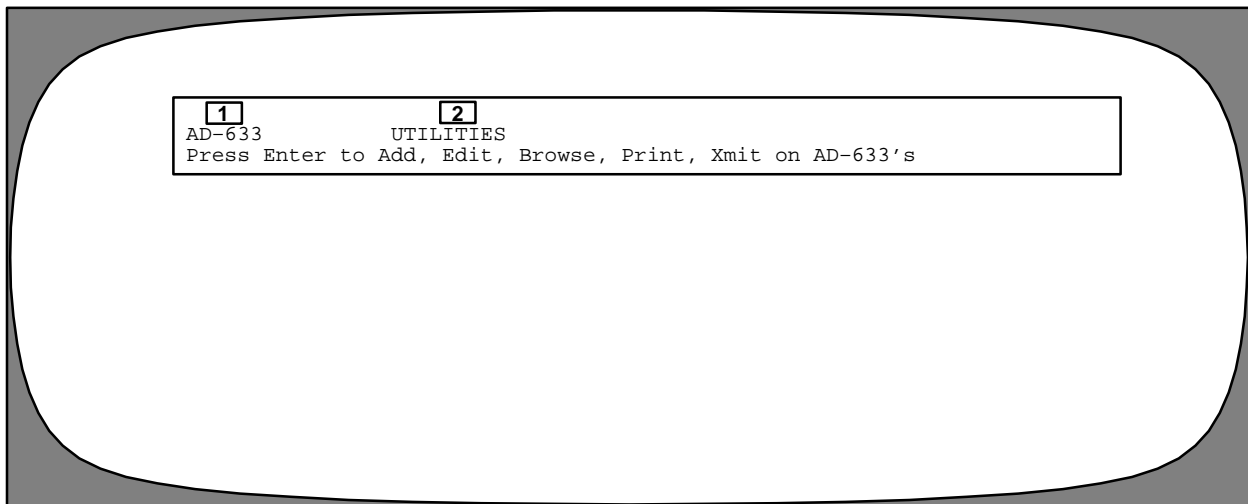


Figure 11. PC-FEDS menu

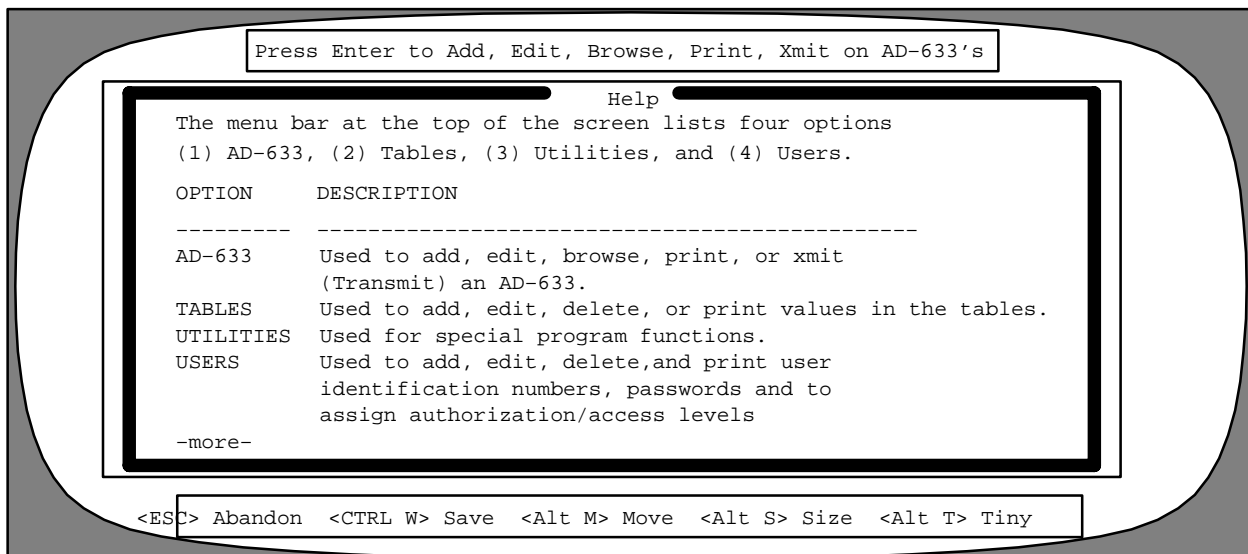


Figure 12. PC-FEDS main menu help screen

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

AD-633 (entering only)

AD-633 is the first option on the main menu bar (**Figure 11**). This option is used to enter, view, change, print, or delete AD-633 data.

To select this option, at the main menu bar, with the cursor on AD-633, press [Enter]. The AD-633 screen (**Figure 13**) is displayed with the function menu bar at the top.

Note: The cursor is automatically positioned at the Add function.

Below is a brief description of each function:

Add. Used to add a new AD-633 record.

Browse. Used to view and/or delete an AD-633 record.

Edit. Used to change an AD-633 record.

Print. Used to print an AD-633 record.

To select a function from the AD-633 screen, move to the applicable function and press [Enter].

Instructions follow for using the functions on the AD-633 screen.

Adding An AD-633 Record. At the AD-633 screen, with the cursor positioned at the Add function, press [Enter]. The message *Adding* is displayed in the upper right corner of the screen.

Note: The initial Accounting Code and Requisition Numbers Tables that are built into PC-FEDS during installation contain no entries. The Accounting Code and Re-

quisit Numbers Tables must be customized for your agency by adding your agency's valid accounting codes and requisition numbers, respectively. If you attempt to add AD-633 data before Accounting Codes are input, the message *Accounting Table Is Empty* is displayed. Press any key to continue. Then the system automatically returns to the main menu screen. Instructions for using the Tables option are covered under Access Level 3.

After your agency's valid accounting codes are added and you attempt to add AD-633 data, the message *Requisition Numbers Table Is Empty* is displayed. Press any key to continue. Then the system automatically returns to the main menu screen. Follow the Tables option instructions to add your agency's valid requisition numbers.

Complete the fields as follows:

Document Identification

1 DIC (required, alphanumeric field; 3 positions). Key in the **document identifier code**. This code identifies the purpose of the document, e.g., requisition, passing order, cancellation, followup, etc.

If the code is valid, the cursor automatically moves to the next field. If invalid, the DIC codes pop-up screen (**Figure 14**) is displayed. Point and shoot the correct code to the DIC field.

If the DIC code is unknown, key in XXX. The DIC codes pop-up is displayed. Point and shoot the correct code to the DIC field.

For DIC codes AF1, AF2, AF3, and AFC, followup requests are allowed. You can either edit the original request or delete the original request and reenter it with the DIC code AF1, etc.

The screenshot shows the AD-633 screen with a function menu bar at the top: Add, Browse, Edit, Print. Below the menu bar is a message: "Press Enter to Add a new AD-633 document." The main screen is divided into several sections:

- DOCUMENT IDENTIFICATION:** Fields for DIC (1), RIC (2), M-S (3), REQ-ER (4), DATE (5), SUP ADDRESS (6), SIG CD (7), FUND CD (8), DIST (9), PROJ (10), PRIOR (11), REQ-DEL DATE (12), AG (13), and UNIT (14).
- REQUISITION DATA:** Fields for SERIAL (15), FSN (16), ISS (17), QTY (18), PRICE (19), ADV (20), OC (21), AC (22), and Y/N (23).
- ACCOUNTING CLASSIFICATION:** Fields for ACCT. (1, 2, 3), LINE (A, B), C (24), D, E, and DISTRIBUTION % (25).

At the bottom, there is a footer with navigation and control instructions: F1-Help, PgDn-Req, PgUp-Acc, ↓-Next Rcd, ↑-Previous Rcd, Del-Delete, ESC-Exit, HEADER, View: Entire file, and 12Kfree.

Figure 13. AD-633 screen

Following are instructions for processing followup requests:

To edit the original request, move to Edit on the function menu bar or key in **E** to select the Edit function. Key in the followup DIC Code AF1, etc. (See [Editing an AD-633 Record](#) for more instructions on making changes and/or corrections.)

To delete the original request, move to the Browse function on the function menu bar or key in **B** to select the Browse function. Move up or down to the record and press [Del]. The selected record is marked for deletion. Then reenter the record with the followup DIC Code AF1, etc. (See [Browsing an AD-633 Record](#) for more information on deleting records.)

If you do not edit or delete the original request, the error message *This Record Already Exists. Try Another Key Value* is displayed.

For DIC code CHG, the Req-Er, Date, and Serial fields must be completed as well as any other fields that are changing.

2 RIC (required, alphanumeric field; 3 positions). Key in the **routing identifier code**. This code identifies the activity to and from which documents are transmitted. The cursor automatically moves to the next field. However, if the RIC is invalid or is unknown, use the point and shoot feature.

Note: Multi-Use File for Inter Agency News (MUF-FIN) is the electronic information/requisitioning system operated by Federal Supply Service (FSS) to facilitate two-way communications with customer agencies regarding supplies and services provided by GSA/FSS.

For DIC code A0A, Multi-Use File For Inter Agency News (MUF) should not be allowed in the RIC field.

3 M-S (alphanumeric field; 1 position). Key in the **media and status** code. This code indicates preference of the ordering office as to the recipient of status information and the media of transmission. If the M-S code is invalid, the error message *Incorrect M-S Code* is displayed. Press [F1] to display the M-S help screen. Move up or down to view the list of M-S codes. Choose the correct code from the list and reenter. The cursor automatically moves to the next field.

4 Req-Er (required, alphanumeric field; 6 positions). Key in the **requisitioner** code assigned to the procurement office preparing the requisition. The first 2 positions (12) are system generated. If less than 6 positions are entered or if the requisitioner code is incorrect, the message *Invalid REQ-ER (Requisitioner) Or 'XXX' Is Not In The Table* is displayed. Press any key and the Requisition Table is displayed. Point and shoot the correct code to the Req-Er field. The cursor automatically moves to the next field.

5 Date (required, numeric field; 4 positions). This field is system generated. The first digit of the **Julian date** represents the calendar year and the last 3 digits represent the day of the year.

For DIC code A0A, the Date field should not have a date that is within 60 days prior to or from the date of transmission. If an invalid date is keyed in, the message *Invalid Transmission Date. Select Anyway?* is displayed at the time of transmission.

Note: After PC-FEDS is installed, use the Date command in the DOS environment to make sure your date is accurate. This date will control the system generated Julian Date and the date displayed on the AD-633 Selection screen.

Add Browse Edit Print
Press Enter to Add a new AD-633 document.

DIC	DESCRIPTION
A01	Requisition 4 Shipment Oversea w - NSN
A02	Requisition 4 Shipment Oversea w Part No
A04	Requisition 4 Shipment Oversea w Other
A05	Requisition 4 Shipment Oversea w Excep Data
A0A	Requisition 4 Shipment Domestic w NSN
A0B	Requisition 4 Shipment Domestic w PartNo
A0D	Requisition 4 Shipment Domestic w Other
A0E	Requisition 4 Ship Domestic w Excep Data
A31	Pass Order Oversea - NSN

Adding... REQ-DEL DATE AG UNIT

ACCT.	LINE	A	B	C	D	E	DISTRIBUTION %
1	3						

F1-Help PGDN-Requisition PGUP-Accounting CTRL-W-Save ↑↓-Field ESC-Exit
HEADER Rec No 1/12 View: Entire file

Figure 14. DIC Codes screen (pop-up screen example)

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

For DIC codes CSC, CSD, CSX, STO, STD, or STX, the Date field is a number assigned to the agency internal code from the charge plate. If an internal code was not assigned, key in the last 4 digits of the GSA-assigned customer account number from the charge plate. The cursor automatically moves to the next field.

6 Sup Address (*alphanumeric field; 6 positions*). Key in the **supplementary address** location for shipping, billing, or status information. If the M-S code is 5, then this field is required. The cursor automatically moves to the next field.

7 Sig Cd (*required, alpha field; 1 position*). Key in the **signal code** as follows:

- C = Ship to Requisitioner
- L = Ship to Supplementary Address

This code designates the field containing the *ship to* address (consignee), and the field containing the *bill to* address (activity to receive and effect payment of bills). The cursor automatically moves to the next field.

If the field is left blank, the error message *SIG Must Be L Or C* is displayed. Press any key to continue.

If you key in *L* and the Sup Address field is blank, the error message *SIG (Signal) Must Be C If Sup-Add Is Empty* is displayed.

Note: C and L are the only signal codes sent through NFC.

8 Fund Cd (*required, alphanumeric field; 2 positions*). Key in the NFC-assigned **fund code** that indicates to the supply source that funds are available and provides the authority for release of material and subsequent billing. The fund code is also used to group agencies' charges on the billing statement. If you do not key in the fund code, the message *Fund CD (Fund Code) Is A Mandatory Entry* is displayed. Press any key to continue. Key in the correct fund code. The cursor automatically moves to the next field.

9 Dist (*alphanumeric field; 3 positions*). Key in the **distribution code**. An alpha in the first position of this field designates an addressee to be furnished 100 percent supply and shipment status in addition to any status indicated by the M-S code. Code assignment must be requested from GSA (FCS) Washington, DC 20406. Any alpha or numeric codes may be entered in positions 2 and 3 of this field for agency internal purposes. The cursor automatically moves to the next field.

10 Proj (*alphanumeric field; 3 positions*). Key in the agency-assigned **project code**. The cursor automatically moves to the next field. If the project code is to be significant to external supply sources, code assignment

must be requested from GSA (FCS), Washington, DC 20406.

11 Prior (*numeric field; 2 positions*). Key in the **priority designator** code that indicates the relative importance of the requisition. The cursor automatically moves to the next field. Standard delivery days (SDD) indicate the elapsed time from the date GSA receives requisitions for stock items that are not back ordered to the date of delivery to destinations in the 48 states.

If the prior code is invalid, the Prior Codes pop-up screen is displayed. Point and shoot the correct code to the prior field.

Note: The Routing Identifier Code Table and the Priority Code Table are the only tables that have a blank line built into the program. For all other tables, it is at the agency's discretion to add a blank line. To add a blank line, select the Add function under **Tables**. Press [Enter] at the end of the code field and key in a *blank line* under **Note** for description of code.

12 Req-Del Date (*alphanumeric field; 3 positions*). Key in the **required delivery date** when the standard delivery date (described under the Prior field) does not reflect the date the material is actually required; otherwise, leave blank. The cursor automatically moves to the next field.

13 Ag (*required, alphanumeric field; 2 positions*). Key in the NFC-assigned **agency code**. If the code is not keyed in, the error message *AG (Agency) Is A Mandatory Entry* is displayed. Press any key to continue. Key in the correct Ag code. The cursor automatically moves to the next field.

14 Unit (*required for Forest Service use, alphanumeric field; 2 positions*). Key in the **unit code**. If AG=11 and you do not key in the unit code, the error message *Unit Must Be Digits If AG=11* is displayed.

After keying in all the required codes, the message *Add This AD-633?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the AD-633 to the file, press [Enter].
- To cancel the add, move to the Cancel prompt and press [Enter].

If you add the AD-633 to the file, the message *Add A Requisition Data Line To The Record...Ok Cancel* is displayed with *Ok* highlighted.

- To add requisition data, press [Enter].
- To cancel the add, move to the Cancel prompt and press [Enter].

Complete the fields as follows:

Requisition Data

15 Serial (required, numeric field; 4 positions). This field is system generated. If a number other than the one generated is desired, key in at this field and enter. The serial numbers for requisition data entered thereafter are sequential. The cursor automatically moves to the next field.

For RIC codes of DoD type (i.e., S9C, S9E, S9F, S9I, S9M, S9P, S9S, or S9T), the serial number allows alphanumeric characters in the field.

For VA and GSA orders, the serial number must be numeric. If not, the error message *Serial Must Be Numeric If RIC = XXX* is displayed.

Note: A unique record is determined by the Req-Er, Date, and Serial fields. The same serial number may not be used for any other record created on the same Julian day with the same Req-Er code. If you key in a duplicate serial number, the error message *This Record Already Exists. Try Another Key Value* is displayed.

16 FSN (required, numeric field; 1st 13 positions)(alphanumeric field; positions 14 and 15). Key in the **Federal stock number** that identifies the item of supply being ordered. The cursor automatically moves to the next field. If you do not key in the FSN, the error message *FSN Is Mandatory* is displayed.

If you key in less than 13 numbers or key in an alpha in any of the first 13 positions, the error message *The First 13 Positions For FSN Must Be Numeric* is displayed. Press any key to continue.

For RIC codes of DoD type (i.e., S9C, S9E, S9F, S9I, S9M, S9P, S9S, or S9T) or VA type (i.e., G36), the FSN allows alphanumeric characters in the field. The first 4 positions are numeric only; positions 5-13 are alphanumeric.

For DIC code MUF, the FSN field is mandatory. If the FSN is not entered, the error message *FSN Is Mandatory* is displayed.

17 Iss (required, alpha field; 2 positions). Key in the **unit of issue code** that describes the standard unit under which an item is ordered and issued. The cursor automatically moves to the next field. If you do not key in the unit of issue code, the Unit of Issue codes pop-up screen is displayed. Point and shoot the correct code to the Iss field.

If you key in a number in the Iss field, the error message *Invalid Iss (Unit Issue) or XX Is Not In The Table* is displayed. Press any key to continue. The Unit of Issue Codes pop-up screen is displayed. Point and shoot the correct code to the Iss field.

18 Qty (required, numeric field; 5 positions). Key in the **quantity** that expresses the item to be requisitioned in terms of units of issue and press [Enter]. The cursor automatically moves to the next field. If you key in a negative value for quantity or do not key in a value for quantity, the error message *Qty (Quantity) Must Be Greater Than Zero (0)* is displayed.

19 Price (required, numeric field; 7 positions). Key in the **unit price** of the item to be requisitioned in dollars and cents with a decimal point. The cursor automatically moves to the next field. If you key in a negative value for price, the error message *Price Not Greater Than 0* is displayed.

Note: A system-generated **price** subtotal is displayed, by document, under the **price** field on each page of the AD-633. (See [Exhibit 2](#) for a sample print of the AD-633.)

20 Adv (alphanumeric field; 2 positions). Key in the **advice code** that provides instructions to supply action. The cursor automatically moves to the next field. If you key in the advice code incorrectly, the Advice Codes pop-up screen is displayed. Point and shoot the correct code to the Adv field.

21 OC (required, alphanumeric field; 1 position). Key in the **object class** of the item to be ordered. The cursor automatically moves to the next field. If you do not key in the OC or key in the object class code incorrectly, the Object Class Codes pop-up screen is displayed. Point and shoot the correct code to the OC field.

22 AC (required, alphanumeric field; 1 position). Key in the **accounting line** that corresponds to the Accounting Classification section of the AD-633. The cursor automatically moves to the next field. If you key in a code other than 1, 2, 3, or X, the error message *AC Must Be 1, 2, 3, Or X* is displayed. If you do not key in a code, the error message *AC (Accounting Line) Is A Mandatory Entry* is displayed. Press any key to continue. The message disappears and the system automatically returns to the Accounting Line field to be corrected.

23 Rmks(Y/N) (alpha field; 30 positions). Key in any **remarks** regarding the item to be requisitioned. To key in remarks, key in *Y* and press [Enter]. A pop-up window is displayed with a blank field. Key in the narrative description. If you do not want to key in remarks, key in *N* and press [Enter].

Note: This field is actually longer than it appears in the pop-up window.

After the Rmks field is completed, the message *Add Another Line Of Requisition Data...Ok Cancel* is displayed with *Ok* highlighted.

- To add another line, press [Enter]. Another serial number appears for the next line of requisition data.

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

- To stop adding requisition lines and add accounting classification data, move to the Cancel prompt and press [Enter] twice. The cursor moves to the Accounting Classification portion of the screen.

Complete the fields as follows:

Accounting Classification

[24] A B C D E (required, alphanumeric field; 35 positions). Key in the agency determined accounting code.

Note: Each accounting classification record can have a maximum of 35 alphanumeric characters. Column identifiers (i.e., A, B, C, D, and E) are provided as a guide when keying in accounting classification records.

Up to three lines of accounting codes may be entered for each AD-633. The AC code entered in the requisition data section corresponds to the accounting line. A 1, 2, or 3 indicates which accounting line is to be charged. If you do not key in the accounting code, the error message *The Accounting Class Field Is Mandatory For At Least One Entry* is displayed. If the accounting code is invalid, the Accounting Classification Table pop-up screen is displayed. Point and shoot the correct code to the A B C D E field.

If the AC code does not match with the accounting line, the error message *Invalid AC (Accounting Line) Or Accounting Class X* is displayed.

[25] Distribution % (numeric field; 3 positions). Key in the percent of distribution if you key in X for any accounting line in the Requisition Data section. The total of all accounting lines marked X must be 100%.

After you complete the three sections of the AD-633 (Document Identification, Requisition Data and Accounting Classification), the message *Write The Changes To Disk? ...Ok Cancel* is displayed with *Ok*

highlighted. Press [Enter]. The message *Please Wait For Final Check* is displayed.

If there are no errors, the AD-633 is added. If there are any errors that have not been previously corrected, an error message(s) is displayed on the screen. Move to Edit on the function menu bar or key in *E* to select the Edit function. (See [Editing an AD-633 Record](#) for more information on making changes and/or corrections.)

- To add another AD-633, follow the instructions for [Adding an AD-633 Record](#).
- To browse, edit, or print an AD-633 record, follow the instructions for **Browsing, Editing, or Printing an AD-633 Record**.
- To create a transmit file of the added AD-633(s), follow the instructions for **Creating a Transmit File of an AD-633 Record**.

Browsing an AD-633 Record. At the AD-633 screen, move to the Browse function on the function menu bar and press [Enter]. The Header screen (**Figure 15**) is displayed.

- To select a header record, move up or down to the record and press [Enter]. The selected record is displayed.

Note: The status line at the bottom of the screen indicates the module, the header record number, the delete status, and the amount of free space for the module you are currently viewing. The symbol <bof> indicates the beginning of the file.

- To delete a header record, move up or down to the record and press [Enter]. The record you selected is displayed. Press [Del]. The message *Are you Sure You Want To Delete This AD-633 Record...Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The message <Deleted> is displayed at the bottom of the screen.

Add Browse Edit Print Press Enter to Browse all AD-633 documents.									
HEADER									
REQ_ER	DATE	DIC	RIC	M	SUP_AD	SIG	FUND	HDR_CT	
1234	1316	A01	GAO			C		00	
1234	1317	A0A	GNO			C		00	
1234	1317	A42	GFO		12345	L		00	
1234	1338	DOD	GB0			C		00	
1234	1342	A01	GAO	4	678900	C		00	
1234	1342	A01	GAO	0	FDC	L	B	00	

F1-Help PgDn-Doc PgUp-Req ↓ -Next Rcd ↑ -Previous Rcd Del-Delete Esc-Exit
HEADER Rec No 1/6 ↓ <bof> ↑ View: Entire file

Figure 15. Header screen

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

- To reactivate a deleted record, press [Del] a second time. The message *Are You Sure You Want To Recall This AD-633 Record...Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Editing an AD-633 Record. At the AD-633 screen, move to the Edit function on the function menu bar and press [Enter]. Page up (PgUp) or page down (PgDn) to select the section (Document Identification, Requisition Data, or Accounting Classification) in which you want to make changes or additions.

Note: Records are locked to a single user during editing.

- To select the record to be edited, press [Tab] or [Shift] + [Tab]. Key in the changes or additions.
- To save the changes or additions you have just made, press [Ctrl] + [W]. The message *Please Wait For Final Check* is displayed.

If there are no errors, the change is made. You are now ready to edit another record or choose another function.

Printing an AD-633 Record. At the AD-633 screen, move to the Print function on the function menu bar and

press [Enter]. The Print menu pop-up (**Figure 16**) is displayed with *Select AD-633(s) To Print* highlighted. Press [Enter].

The AD-633 Selection menu screen (**Figure 17**) is displayed with function selections at the bottom of the screen.

- To select the AD-633(s) you want to print, key in *Y*, *N*, *R*, or *X* in the Y/N column. Codes are described below:

Y = Select
N = Ignore
R = Select Rest
X = Ignore Rest

Note: If there is an error on any AD-633(s), an error message is displayed under the Print column. Access the Edit option to make any necessary corrections before printing. If the AD-633 is printed before the error is corrected, the message *Error In Document* is displayed on the bottom of the AD-633 in the signature block. This brings the error to the attention of the authorizing official.

- To return to the Print menu pop-up, press [Esc]. Move to *Print Selected AD-633(s)* and press [Enter]. The Line menu pop-up (**Figure 18**) is displayed with *Full AD-633 With Lines* highlighted. Select the style in which you want the AD-633 to be printed: *full lines* or *simple lines*. (See [Exhibit 2](#) for a sample AD-633 printed with full lines.)

Add Browse Ed Press Enter to Pri										Select AD-633(s) To Print Print Selected AD-633(s)									
DIC	RIC	M-S	REQ-ER	DATE	ADDRESS	CD	CD	DIST	PROJ	PRIOR	REQ-DEL	AG	UNIT						
A01	GAO		120001	1359		C	WQ			15		90							
REQUISITION DATA																			
SERIAL		FSN		ISS		QTY		PRICE		ADV		OC		AC					
0001		567435674567357		EA		3		5.95		21		1		1					
0002		841532145732190		EA		7		3.99				1		1					
ACCOUNTING CLASSIFICATION																			
ACCT		LINE		A		B		C		D		E		DISTRIBUTION %					
		1																	
		2																	
		3																	
				29967400		A4WY		0014											
F1-Help PgDn-Req PgUp-Acc ↓ -Next Rcd ↑ -Previous Rcd Del-Delete ESC-Exit																			
HEADER Rec No 2/2														View: Entire file					

Figure 16. Print menu pop-up

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Add Browse Edit Print
Press Enter to Print AD-633

AD-633 PRINT SELECTION LIST										
Y	PRINT	DIC	RIC	M	REQ	DATE	SUP	SIG	FUND	DIST
N	DATE	ID	ID	S	_ER		ADD			
Y	12/07/94	AOA	GFO	O	120001	4341		C	WQ	
		AO1	GFO	O	120001	4321		C	WQ	

ACCOUNTING CLASSIFICATION						DISTRIBUTION %
ACCT. LINE	A	B	C	D	E	
1						
2		59967400	A4WY	0014		
3						

Y - Select N - Ignore R - Select Rest X - Ignore Rest Esc-Exit
HEADER Rec No 2/2 View: Entire file

Figure 17. AD-633 Selection menu

Add Browse Edit Print
Press Enter to Print AD-633

DIC	RIC	M-S	RE	FULL AD-633 WITH LINES		ON	PROJ	REQ-DEL	AG	UNIT
A01	GAO		12	JUST SIMPLE LINE AD-633 REPORT		T		DATE		
								15	90	

REQUISITION DATA						
SERIAL	FSN	ISS	QTY	ADV	OC	AC
0001			0	0.00	1	1
			0	0.00		

ACCOUNTING CLASSIFICATION						DISTRIBUTION %
ACCT. LINE	A	B	C	D	E	
1						
2						
3						

F1-Help PgDn-Req PgUp-Acc ↓ -Next Rcd ↑ -Previous Rcd Del-Delete ESC-Exit
HEADER Rec No 1/2 View: Entire file

Figure 18. Line Menu pop-up

Press [Enter]. The Report Settings Menu (**Figure 19**) is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up (**Figure 19**) is displayed.

Move to the selected destination and press [Enter]. The cursor moves to the Report Settings menu with Destination of Report highlighted. Move to Print the Report. Press [Enter].

If you selected Screen, the report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. If there are any printer problems, the error message *Printer Problems* is displayed. Check the printer, then press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter].

After the report is printed, the message *Report Complete* is displayed. Press any key to continue.

- To check the status of any document, press [Esc] to return to the Print menu pop-up screen with Print Selected AD-633(s) highlighted. Move to Select AD-633(s) to Print and press [Enter]. The AD-633 Selection menu screen is displayed. The status of the document is displayed under the Print column. If the document was printed, the date it was printed is displayed in this column.

Note: If you escape while the table is being printed, the Select a Command screen is displayed. This allows you to resume the report, back up one page and resume, or cancel the report.

Add Browse Edit Print
Press Enter to Print AD-633

DOCUMENT IDENTIFICATION									
DIC	RIC	M-S	REQ-ER	D	SUP	SIG	FUND	PROJ	PRIOR
A01	GAO		120001	13					15

REQ-DEL	DATE	AG	UNIT
		90	

SERIAL	FSN
0001	1234L123S

Report Settings Menu
 Destination of report
 Print the report

ADV	OC	AC
0	1	1

Select destination
 Screen
 Printer
 File

ACCT.	LINE	A	B	ACCOUNTING	C
	1				
	2				
	3				

12345A

F1-Help PgDn-Req PgUp-Acc ↓ -Next Rcd ↑ -Previous Rcd Del-Delete ESC-Exit
 HEADER Rec No 1/2 View: Entire file

Figure 19. Report Settings Menu

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Utilities

Utilities is the second option on the Access Level 1 main menu bar. This option is used to reindex files, pack all files, modify the printer configuration, view a text file, delete a transmitted file, backup files to floppy, and view disk directories.

To select this option, move to Utilities on the main menu bar and press [Enter]. The Utilities menu (**Figure 20**) is displayed with a list of functions. **Note:** Reindex Files is highlighted.

Below is a brief description of each function:

Reindex Files. Used to rearrange files in a sequential manner.

Pack All Files. Used to permanently remove all AD-633 records previously marked for deletion.

Printer Configuration. Used to delete, add, send, or edit type styles.

View A Text File. Used to view any transmit text file.

Delete Xmit File. Used to delete a file that has been transmitted. After successful transmission of an AD-633 file has been confirmed, the file should be deleted to allow for any possible changes, followups, or cancellations. If the transmitted file is not deleted, a security problem may exist. Anyone would be able to access the transmit file.

Backup Files To Floppy. Used to backup files to a floppy disk.

Disk Directories. Used to view a list of files on disk.

Following are instructions for using these functions:

Reindexing Files. At the Utilities menu, with Reindex Files highlighted, press [Enter]. The message *Re-Index Is About To Start...Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The message *Loading Dictionary*

is displayed. Files are automatically reindexed and no further message is displayed.

Packing All Files. At the Utilities menu, move to Pack All Files and press [Enter]. The message *Permanently Remove All Records Marked For Deletion...Ok Cancel* is displayed with *Ok* highlighted.

- To pack all files, press [Enter]. Alternating messages *Packing FEDSXXXX.DBF*, *Opening FEDSXXXX.DBF*, and *Building FEDSXXXX Index...* are displayed at the bottom of the screen. After all records are packed, the message *Reports Is Already In Use As A Table Name* is displayed. Press any key to continue.

- To cancel the pack, move to the Cancel prompt and press [Enter].

Changing the Printer Configuration. At the Utilities menu, move to Printer Configuration and press [Enter]. The Printer table (**Figure 21**) is displayed with function selections at the bottom of the screen.

- To edit a type style, move to the type style and key in any changes you want to make. Press [Enter].

- To add a new type style to the Printer table, press [Ins]. Key in the new type style.

- To delete a type style, move to the type style and press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter].

- To send a type style to print, move to the type style and press [Alt]+[S]. The message *Send A Test String To The Printer...Ok Cancel* is displayed with *Ok* highlighted. To send a test string, press [Enter]. To cancel the send, move to the Cancel prompt and press [Enter].

- To export records to another printer table, press [Alt]+[X].

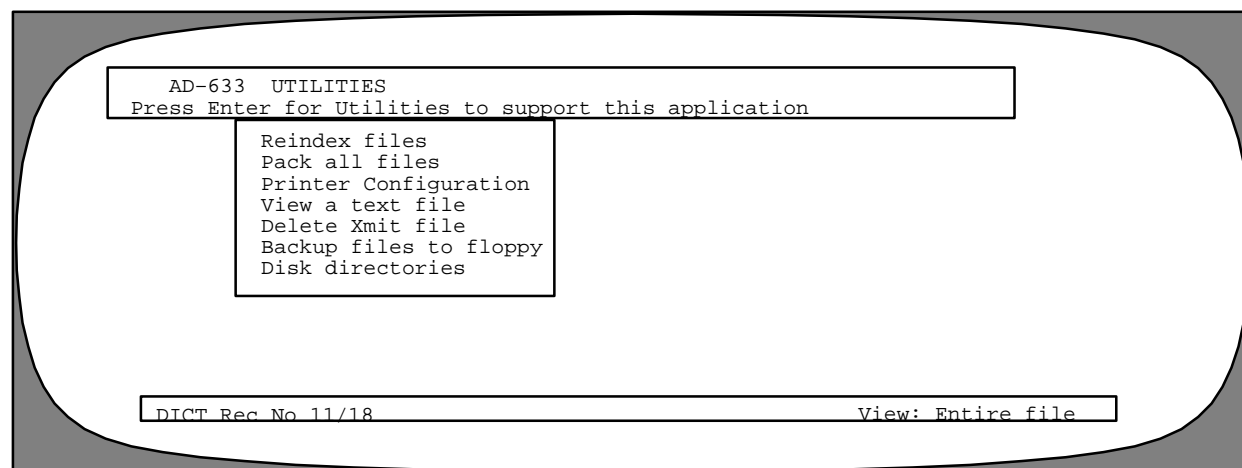


Figure 20. Utilities menu

Viewing A Text File. At the Utilities menu, move to View A Text File and press [Enter]. The message *File To View...* is displayed with a box in the middle of the screen. Key in the drive, directory, and the name of the file in the File to View box and press [Enter]. The text file is displayed. If the file is not available, the message *Text File Not In The Current Path* is displayed. Press any key to continue.

Deleting Xmit File. At the Utilities menu, move to Delete Xmit File and press [Enter]. The *Drive And Path To Read...* message automatically displays the *A:\FEDSXMIT.DAT* file. You can enter this file or type over with the file name you are currently using. The selected file is displayed. The message *Are You Sure You Want To Delete This File?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete the transmitted file, press [Enter].
- To cancel the delete, move to the Cancel prompt and press [Enter]. If there are no files found, the message *No Files(s) Found In That Path* is displayed. Press any key to continue.

Making Backup Files To Floppy. At the Utilities menu with Backup Files To Floppy highlighted, press [Enter].

The message *Place Floppy Disk #1 In Drive A: Ok Cancel* is displayed with *Ok* highlighted.

Place a floppy disk in drive A and press [Enter]. The message *Next, Inspecting The Disk You Have Placed In Drive A:-----WARNING----- All Files Will Be Removed And Overwritten By The Backup Files* is displayed. Press any key to continue. The message *Drive And Path To Read...A:* is displayed. Press [Enter]. The list of files names is displayed along with the size, date, and time. Press [Enter]. The message *Delete These Files? Ok Cancel* is displayed with *Ok* highlighted. Press [Enter] to delete the files. The message *Please Wait, Removing Files* is displayed. Press [Enter]. The message *Copying File FEDSXXXX.XXX To Drive A* is displayed.

After backup is completed, the message *Backup Successfully Completed* is displayed. Press any key to continue.

Viewing Disk Directories. At the Utilities menu with Disk Directories highlighted, press [Enter]. The message *Drive And Path To Read...C:\FEDS* is displayed. Press [Enter] to view the files on drive C or change to another disk drive and press [Enter]. The list of file names is displayed along with the size, date, and time.

Press [Esc] twice to return to the Utilities menu.

AD-633 UTILITIES						
Press Enter for Utilities to support this application						
Printer Codes Table						
Type Style	Chr 1	Chr 2	Chr 3	Chr 4	Chr 5	Chr 6
6 lines per inch	27	50	0	0	0	0
8 lines per inch	27	48	0	0	0	0
Ascii print mode	27	36	0	0	0	0
Boldface off	27	72	0	0	0	0
Boldface on	27	71	0	0	0	0
Compressed	15	0	0	0	0	0
Eject page	12	0	0	0	0	0
Elite	27	78	0	0	0	0
Graphics print mode	27	35	0	0	0	0
Greek print mode	27	38	0	0	0	0
Incremental mode	0	0	0	0	0	0
Italics off	27	37	72	0	0	0
Italics on	27	37	71	0	0	0
Logical print mode	27	93	0	0	0	0
NLQ off	27	120	48	0	0	0
NLQ on	27	120	48	0	0	0
Pica	18	0	0	0	0	0
Proportional	27	80	0	0	0	0

Figure 21. Printer Codes Table

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

(reserved)

**Creating Transmit Files
(Access Level 2)**

Access Level 2 allows the user to create a transmit file of AD-633 records. It also allows users to perform all functions of Access Level 1.

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

AD-633 (creating a transmit file)

After you access PC-FEDS, the PC-FEDS main menu (**Figure 22**) is displayed showing the main menu bar with two options.

Following is a brief description of each option:

- 1 AD-633.** Used to enter, view, change, delete, print or create a transmit file of AD-633 data.
- 2 Utilities.** Used to reindex files, pack all files, modify the printer configuration, view a text file, delete a transmitted file, backup files to floppy, restore files from floppy, and view disk directories.

Instructions for entering, viewing, changing, deleting, and printing AD-633 data are found under Access Level 1. Following are instructions for creating transmit files:

Creating a Transmit File of an AD-633 Record. At the PC-FEDS main menu, move to the AD-633 option and press [Enter]. The AD-633 screen (**Figure 23**) is displayed with the function menu bar at the top.

- To select the transmit function, move to Xmit and press [Enter] or key in the first letter of the option name; i.e., X (*Xmit*).

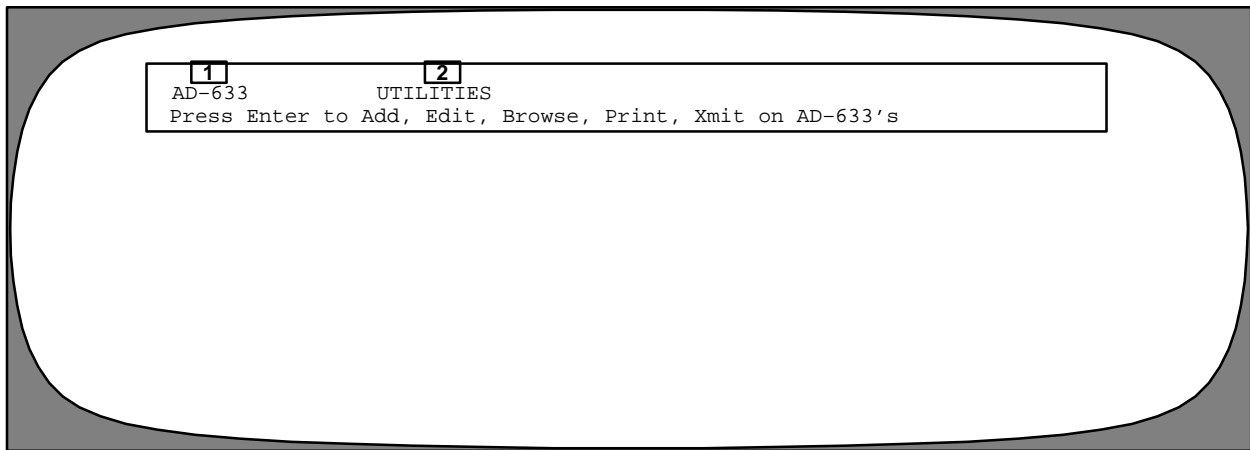


Figure 22. PC–FEDS main menu

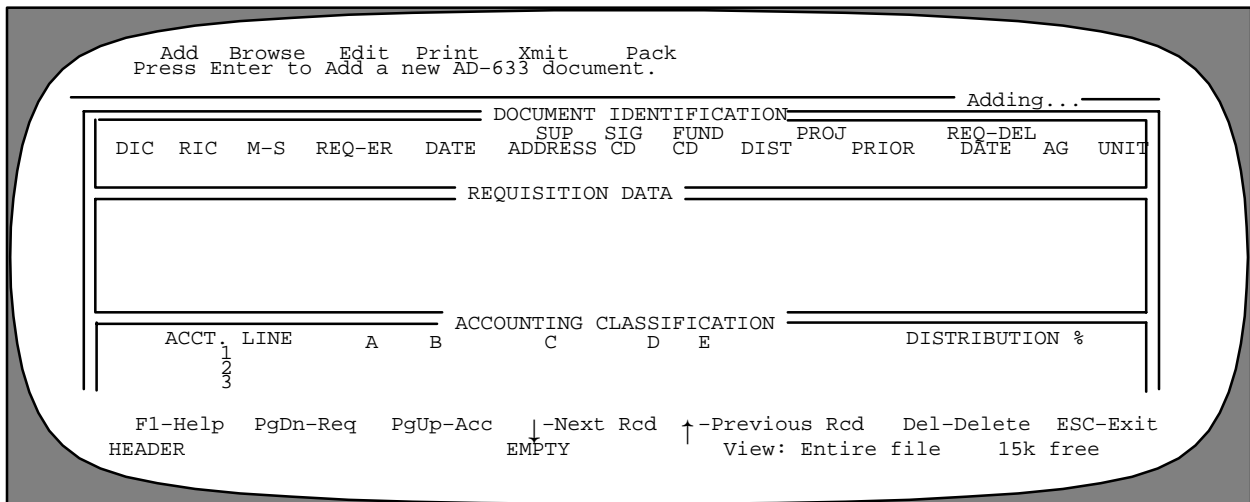


Figure 23. AD-633 screen

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

The Xmit menu pop-up (**Figure 24**) is displayed with Select AD-633(s) To Xmit highlighted. Press [Enter]. The AD-633 Selection screen is displayed with function selections at the bottom of the screen.

- To select the AD-633(s) you want to transmit, key in **Y**, **N**, **R**, or **X** in the Y/N column. Codes are described below:

Y = Select
N = Ignore
R = Select Rest
X = Ignore Rest

Note: A date should appear in the Print Date column of the screen indicating that this AD-633 has been printed. If the AD-633 has not been printed, the message *This Record Has Not Been Printed* is displayed. Press any key to continue. Escape to the Print option to print the record before continuing with transmission. If you attempt to transmit without selecting a record, the message *At Least One (1) Record Must Be Selected To*

Create Xmit File is displayed. Press any key to continue.

- To return to the Xmit menu pop-up, press [Esc]. Select one of the following **Create Xmit file** options and press [Enter]:

Create a TEST Xmit file
Create a PROD Xmit file
Create a Xmit file w/o JCL

The User ID pop-up (**Figure 25**) is displayed.

Respond to the prompts as follows:

1 User ID. Key in your NFC mainframe ID and press [Enter].

2 Password. Key in your NFC mainframe password and press [Enter]. (Your password is not displayed on the screen.)

The message *Is This Correct 'Y/N'?* is displayed. Key in **Y** if it is correct. If not, reenter the user ID and/or password as necessary. The message *Please Wait, Creating Xmit File* is momentarily displayed.

DIC	RIC	M-S	REQ-ER	Y/N
A01	GAO		120001	1

SERIAL	FSN	ISS	QTY	PRICE	ADV	OC	AC
0001	1234L123SSX	KT	1	0.00		1	1

ACCOUNTING CLASSIFICATION

ACCT	LINE	A	B	C	D	E	DISTRIBUTION %
	1	29967400	A4WY	0014			

F1-Help PgDn-Doc PgUp-Req -Next Rcd -Previous Rcd Del-Delete ESC-Exit
HEADER Rec No 2/2 View: Entire file

Figure 24. XMIT menu pop-up

DIC	RIC	M-S	REQ-ER	DATE	SUP	SIG	FUND	PROJ	PRIOR	REQ-DEL	AG	UNIT
A01	GAO		120001	1359	C	WQ			15	90		

SERIAL	FSN	ISS	QTY	PRICE	ADV	OC	AC
0001	1234L					1	1

ACCOUNTING CLASSIFICATION

ACCT	LINE	A	B	C	D	E	DISTRIBUTION %
	1	29967400	A4WY	0014			

F1-Help PgDn-Req PgUp-Acc -Next Rcd -Previous Rcd Del-Delete ESC-Exit

Figure 25. User ID pop-up

The message *Create Transmit File On Drive A:?...Ok Cancel* is displayed with *Ok* highlighted.

- To create a transmit file on drive A, press [Enter]. The message *Creation Of Transmit File A:FEDSXMIT.DAT Successful* is displayed indicating that the creation of the transmit file was successful. Press any key to continue.

☞**Note:** If there is a problem with the floppy drive, the message *A Drive Is Not Available* is displayed. Enter the diskette in drive A or contact individual(s) with Access Level 3 authority for further assistance.☞

After the transmit file is created, the message *Please Wait, Deleting Temporary Files* is displayed.

Verify creation of the transmit file by accessing the AD-633 Selection screen. The Print Date column should indicate *Xmit'd*.

☞**Note:** The Print Date column should indicate *99/99/99* for test transmissions.☞

The transmit file is now ready to be sent to NFC.

Following are instructions for establishing the Remote Job Entry (RJE) terminal ID and the drive to be used for the transmit file.

- To return to the Xmit menu pop-up, press [Esc]. Move to the Xmit Set Up option and press [Enter]. The

FEDSTRIP Setup Table (**Figure 26**) is displayed with the cursor positioned at the NFC RJE Terminal ID.

Respond to the prompts as follows:

1 **NFC RJE Terminal ID** (*alphanumeric field; 16 positions*). Key in your RJE terminal ID and press [Enter].

☞**Note:** The RJE terminal ID is maintained in the FEDSTRIP Setup Table from transmission to transmission.☞

2 **Drive Destination for Transmit File.** *A* is the default drive destination for your transmit file. If you need to use another drive, key in the drive to use in creating the transmit file and press [Enter].

The message *Save This Information As SETUP Data...Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The setup data is now established.

- To cancel the setup, move to the Cancel prompt and press [Enter].

After each transmission, a transmission report should be printed at your location. If the totals in the transmission trailer record are equal to the totals computed from details, the FEDSTRIP AD-633 Transmission Report (*in balance*) (**Exhibit 3**) is printed. If the totals in the transmission trailer record are not equal to the totals computed from details, the FEDSTRIP AD-633 Transmission Report (*out of balance*) (**Exhibit 4**) is printed.

```

PERSONAL COMPUTER PC-FEDSTRIP DATA ENTRY PROGRAM (PC-FEDS)
DATE: 12/14/94          FEDSTRIP SETUP TABLE          TIME: XX:XX:XX

NFC RJE Terminal ID:   1
Drive Destination for Transmit File: A  2

[ ESC ] - exit

```

Figure 26. FEDSTRIP Setup Table

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Utilities

Utilities is the second option on the Access Level 2 main menu bar. This option is used to reindex files, pack all files, modify the printer configuration, view a text file, delete a transmitted file, backup files from floppy, restore files to floppy, and view disk directories.

To select this option, move to Utilities on the main menu bar and press [Enter]. The Utilities menu (**Figure 27**) is displayed with a list of functions. **Note:** Reindex files is highlighted.

Below is a brief description of each function:

Reindex Files. Used to rearrange files in a sequential manner.

Pack All Files. Used to permanently remove all AD-633 records previously marked for deletion.

Printer Configuration. Used to delete, add, send, or edit type styles.

View A Text File. Used to view any transmit text file.

Delete Xmit File. Used to delete a file that has been transmitted. After successful transmission of an AD-633 file has been confirmed, the file should be deleted to allow for any possible changes, followups, or cancellations. If the transmitted file is not deleted, a security problem may exist. Anyone would be able to access the transmit file.

Backup Files To Floppy. Used to backup files to a floppy disk.

Restore From Floppy. Used to restore files from a floppy disk.

Disk Directories. Used to view a list of files on disk.

Following are instructions for using these functions:

Reindexing All Files. At the Utilities menu with Reindex Files highlighted, press [Enter]. The message *Re-In-*

dex Is About To Start...Ok Cancel is displayed with *Ok* highlighted. Press [Enter]. The message *Loading Dictionary* is displayed. Files are automatically reindexed and no further message is displayed.

Packing All Files. At the Utilities menu, move to Pack All Files and press [Enter]. The message *Permanently Remove All Records Marked For Deletion...Ok Cancel* is displayed with *Ok* highlighted.

- To pack all files, press [Enter]. Alternating messages *Packing FEDSXXXX.DBF*, *Opening FEDSXXXX.DBF*, and *Building FEDSXXXX Index* are displayed at the bottom of the screen. After all records are packed, the message *Report Is Already In Use As A Table Name* is displayed. Press any key to continue.

- To cancel the pack, move to the Cancel prompt and press [Enter].

Changing the Printer Configuration. At the Utilities menu, move to Printer Configuration and press [Enter]. The Printer table (**Figure 21**) is displayed with function selections at the bottom of the screen.

- To edit a type style, move to the type style and key in any changes you want to make. Press [Enter].

- To add a new type style to the Printer table, press [Ins]. Key in the new type style.

- To delete a type style, move to the type style and press [Del]. The message *Mark This Record For Deletion...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter].

- To send a type style to print, move to the type style and press [Alt]+[S]. The message *Send A Test String To The Printer...Ok Cancel* is displayed with *Ok* highlighted. To send a test string, press [Enter]. To cancel the send, move to the Cancel prompt and press [Enter].

- To export records to another printer table, press [Alt]+[X].

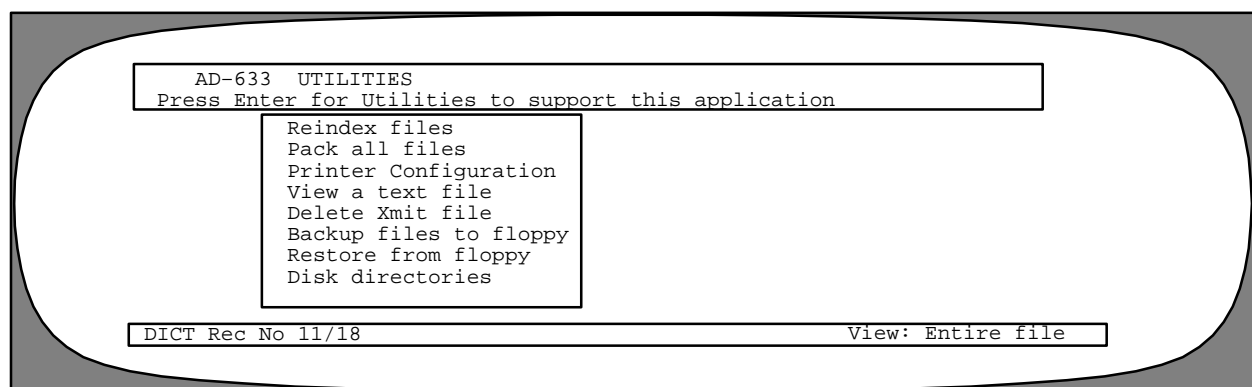


Figure 27. Utilities menu

Viewing A Text File. At the Utilities menu, move to View A Text File and press [Enter]. The message *File To View...* is displayed with a box in the middle of the screen. Key in the drive, directory, and the name of the file in the File to View box and press [Enter]. The text file is displayed. If the file is not available, the message *Text File Not In The Current Path* is displayed. Press any key to continue.

Deleting Xmit File. At the Utilities menu, move to Delete Xmit File and press [Enter]. The *Drive And Path To Read...* message automatically displays the *A:\FEDSXMIT.DAT* file. You can enter this file or type over with the file name you are currently using. The selected file is displayed. The message *Are You Sure You Want To Delete This File?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete the transmitted file, press [Enter].
- To cancel the delete, move to the Cancel prompt and press [Enter]. If there are no files found, the message *No Files(s) Found In That Path* is displayed. Press any key to continue.

Making Backup Files To Floppy. At the Utilities menu with Backup Files To Floppy highlighted, press [Enter]. The message *Place Floppy Disk #1 In Drive A: Ok Cancel* is displayed with *Ok* highlighted.

Place a floppy disk in drive A and press [Enter]. The message *Next, Inspecting The Disk You Have Placed In Drive A:-----WARNING----- All Files Will Be Removed And Overwritten By The Backup Files* is displayed.

Press any key to continue. The message *Drive And Path To Read...A:* is displayed. Press [Enter]. The list of files names is displayed along with the size, date, and time. Press [Enter]. The message *Delete These Files? Ok Cancel* is displayed with *Ok* highlighted. Press [Enter] to delete the files. The message *Please Wait, Removing Files* is displayed. Press [Enter]. The message *Copying File FEDSXXXX.XXX To Drive A* is displayed.

After backup is completed, the message *Backup Successfully Completed* is displayed. Press any key to continue.

Restoring Files From Floppy. At the Utilities menu with Restore From Floppy highlighted, press [Enter]. The message *Place Floppy Disk #1 In Drive A: Ok Cancel* is displayed with *Ok* highlighted.

Place a floppy disk in drive A and press [Enter]. The message *Restore From Disk Dated XX/XX/XX Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The message *Restoring File FEDSXXXX.XXX* is displayed.

After all files are restored, the system automatically returns to the Utilities menu.

Viewing Disk Directories. At the Utilities menu with Disk Directories highlighted, press [Enter]. The message *Drive And Path To Read...C:\FEDS* is displayed. Press [Enter] to view the files on drive C or change to another disk drive and press [Enter]. The list of file names is displayed along with the size, date, and time.

Press [Esc] twice to return to the Utilities menu.

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

(reserved)

Maintaining PC-FEDS (Access Level 3)

Access Level 3 allows the user to establish user ID's in the Users option on the main menu and then to establish the valid accounting codes and requisition numbers in the Tables option on the main menu. These functions must be performed before any AD-633 data can be entered into PC-FEDS. Access Level 3 also allows the user to perform all functions of Access Levels 1 and 2.

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

PC-FEDS Main Menu (*Access Level 3*)

After you access PC-FEDS, the PC-FEDS main menu (**Figure 28**) is displayed showing the main menu bar with four options.

Following is a brief description of each option:

1 AD633. Used to enter, view, change, delete, print, or create a transmit file of AD-633 data. Instructions for entering AD-633 data are covered under Access Level 1. Instructions for creating a transmit file of AD-633 data are covered under Access Level 2.

2 Tables. Used to maintain PC-FEDS tables. These tables are used to validate the AD-633 data entered.

3 Utilities. Used to reindex files, pack all files, modify the printer configuration, view a text file, delete a transmitted file, backup files to floppy, restore files from floppy, and view disk directories. Instructions for using the Utilities option are covered under Access Levels 1 and 2.

4 Users. Used to create, change, view, locate, print, or delete a user ID/password record.

To select an option, move to the option and press [Enter]. The following pages provide instructions for selecting and using Users and Tables.

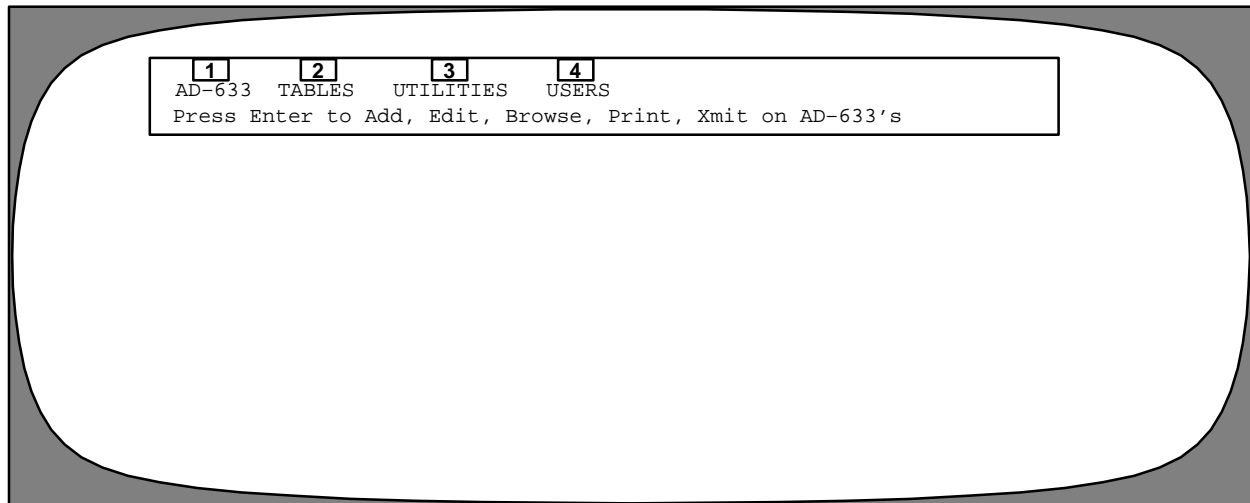


Figure 28. PC-FEDS main menu

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Users

Users is the fourth option on the main menu bar. This option is used to enter, change, view, locate, print, and delete user ID's and/or passwords.

To select this option, move to Users on the main menu bar and press [Enter]. The Authorization Administration Table screen (**Figure 29**) is displayed with the function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

Below is a brief description of each function:

Add. Used to add a new user ID, password, name, or access level to the Authorization Administration Table.

Edit. Used to change a user ID, password, name, or access level.

Browse. Used to view and/or delete a user ID, password, name, or access level.

Find. Used to locate and/or delete a user ID, password, name or access level.

Print. Used to print the Authorization Administration Table.

Pack. Used to remove all deleted records from the Authorization Administration Table.

Following are instructions for using these functions:

Adding a Record to the Table. At the Authorization Administration Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the User ID prompt.

Respond to the prompts as follows:

1 User ID. Key in the PC-FEDS user ID and press [Enter].

2 Last Name. Key in the user's last name and press [Enter].

3 First Name. Key in the user's first name and press [Enter].

4 Access Level. Key in the user's access level and press [Enter].

Note: If the access level is invalid (i.e., blank or other than 1, 2, or 3), the error message *Access Level Is Blank Or Not 1, 2, Or 3* is displayed. Press any key to continue. Key in the correct access level and press [Enter].

5 Password. Key in the PC-FEDS password and press [Enter]. (The user password is not displayed on the screen.)

After keying in all the required data, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the record, press [Enter].
- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate record, the message *This Record Already Exists. Try Another Key Value* is displayed.

Editing a Record in the Table. At the Authorization Administration Table screen, move to the Edit function and press [Enter]. Locate the record you want to change by using the Browse or Find functions. Key in any changes you want to make and press [Enter].

```

Add Edit Browse Find Print Pack
Press Enter to Add a record to table.

PERSONAL COMPUTER ** FEDSTRIP DATA ENTRY PROGRAM (PC-FEDS)
DATE:  XX/XX/XX      AUTHORIZATION ADMINISTRATION TABLE      TIME:  XX:XX:XX

USER ID:  1  NF001      PASSWORD  5
LAST NAME:  2  STANDARD PASSWORD
FIRST NAME:  3  FROM NFC FOR SETUP
ACCESS LEVEL  4  3

F1 - Help  ↓ - Next Record  ↑ - Previous Record  Del - Delete  Esc - Exit
SYS Rec No 1/1      View: Entire file  19k free
  
```

Figure 29. Authorization Administration Table screen

After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted. To edit, press [Enter].

☞**Note:** Records are locked to a single user during editing.☞

- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing the Authorization Administration Table. At the Authorization Administration Table screen, move to the Browse function and press [Enter]. The SYS table is displayed with a list of all user ID records.

- To view a record, move to the record in the SYS table and press [Enter]. The record is displayed.
- To delete a record, move to the record in the SYS table and press [Enter]. The record you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

☞**Note:** Once you move to another record, the message *<Deleted>* is no longer displayed.☞

- To reactivate a deleted record, press [Del] a second time. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding a Record. At the Authorization Administration Table screen, move to the Find function and press [Enter]. The message *Search For User ID* is displayed with a box in the middle of the screen. Key in the record to be located in the User ID box. If the record is not found, the message *XXXXXX Not Found In SYS* is displayed.

☞**Note:** Instructions for deleting a record under **Find** are the same as those found under **Browse**.☞

Printing the Authorization Administration Table. At the Authorization Administration Table screen, move to the Print function and press [Enter]. The Report Settings Menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter]. The message *Preparing Report...* is displayed at the bottom of the screen.

If you selected Screen as the destination of report, the report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter].

Packing Records. At the Authorization Administration Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all records, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Tables

Tables is the second option on the main menu bar. This option is used to maintain the PC-FEDS tables. Eight tables are used to validate the AD-633 data keyed in by the users.

To select this option, move to Tables on the main menu bar and press [Enter]. The Tables Maintenance screen (Figure 30) is displayed with a pull-down list of the eight PC-FEDS tables.

The initial Accounting Code and Requisition Numbers Tables that are built into PC-FEDS during installation contain no entries. The Accounting Code and Requisition Numbers Tables must be customized for your agency by adding your agency's valid accounting codes and requisition numbers, respectively.

If you attempt to add AD-633 data before accounting codes are input, the message *Accounting Table Is Empty* is displayed. Press any key to continue. Then the system

automatically returns to the main menu screen to select the Tables option.

After your agency's valid accounting codes are added and you attempt to add AD-633 data, the message *Requisition Numbers Table Is Empty* is displayed. Press any key to continue. Then the system automatically returns to the main menu screen. Follow the Tables option instructions again to add your agency's valid requisition numbers.

The other tables already have valid codes provided by the program and are only updated/changed by individuals with Access Level 3 authority in accordance with GSA regulations.

- To select a table, move up or down to the table and press [Enter]. The FEDSTRIP table screen is displayed with the function menu bar at the the top. (See Figure 31) for an example of the function menu bar.)

The following pages provide instructions for selecting and using each table.

AD-633 TABLES UTILITIES USERS
Press Enter for Tables Maintenance

ACCOUNTING CODE
DOC-ID CODE
ROUTING-ID CODE
PRIORITY CODE
ADVICE CODE
OBJECT-CLASS CODE
UNIT-OF-ISSUE CODE
REQUISIT NUMBERS

HELP Rec No 1/62 View: Entire file

Figure 30. Tables Maintenance screen

Accounting Code

Accounting Code is the first option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, mass change, or delete accounting data, or set the fiscal year on any accounting records.

To select this option, move to Accounting Code on the Tables menu and press [Enter]. The Accounting Classification Table screen (**Figure 31**) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or enter the first letter of the option name; e.g., *F* (*Find*).

Below is a brief description of each function:

Add. Used to add a new accounting code.

Edit. Used to change an accounting code.

Browse. Used to view and/or delete an accounting code.

Find. Used to locate and/or delete an accounting code.

Print. Used to print the Accounting Classification Table.

Mass Chg. Used to make mass changes to accounting codes.

Pack. Used to permanently remove accounting records previously marked for deletion.

Set Fiscal. Used to set fiscal years and length of accounting codes.

Following are instructions for using these functions:

Adding an Accounting Record. At the Accounting Classification Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is posi-

tioned under column A. Key in the accounting code under the appropriate column(s) and press [Enter]. After making all additions, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the accounting record to the table, press [Enter].
- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate accounting record, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value. Okay* is displayed. Press [Enter] to add another accounting record.

Note: Each accounting classification record can have a maximum of 35 alphanumeric characters. Column indicators (i.e., A, B, C, D, and E) are provided as a guide when keying in accounting records.

Editing an Accounting Record. At the Accounting Classification Table screen, move to the Edit function and press [Enter]. Locate the accounting code you want to change by using the Browse or Find functions. Key in any corrections to the accounting code and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].
- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing Accounting Records. At the Accounting Classification Table screen, move to the Browse function and press [Enter].

- To view a record, move to the record and press [Enter]. The accounting record is displayed.

```

Add Edit Browse Find Print Mass Chg Pack Set Fiscal
Press Enter to Add a record to table.

                                AD - 633 ENTRY
                                FEDSTRIP ACCOUNTING CLASSIFICATION TABLES

      1   6   16   24   28   35
      A   B   C   D   E
      ↓   ↓   ↓   ↓   ↓
59967400 A4WY 0014

F1-Help   ACCOUNTING Rec   -Next Record   -Previous Record   Del-Delete   ESC-Exit
                                View: Entire file   12Kfree
  
```

Figure 31. Accounting Classification Tables screen

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

- To delete a record, move to the record and press [Enter]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

☞**Note:** Once you move to another record, the message *<Deleted>* is no longer displayed.☞

- To reactivate a deleted record, press [Del] a second time. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding an Accounting Record. At the Accounting Classification Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Accounting Classification* is displayed with a box in the middle of the screen. Key in the accounting code to be located in the Accounting Classification box. If the accounting code entered is not found in the table, the message *XXXX Not Found In Accounting* is displayed. Press any key to continue.

☞**Note:** Instructions for deleting a record under **Find** are the same as those found under **Browse**.☞

Printing the Accounting Classification Table. At the Accounting Classification Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Mass Changing Accounting Records. At the Accounting Classification Table screen, move to the Mass Chg function and press [Enter]. The Mass Chg Accounting screen is displayed with a function menu bar at the top. (See [Figure 32](#) for a sample of the screen after entries are made.)

☞**Note:** The cursor is positioned at the Add function.☞

Below is a brief description of each function:

Add. Used to make mass additions to the Accounting Classification Table.

Delete. Used to delete accounting records from the Accounting Classification Table.

Recall. Used to recall deleted accounting records from the Accounting Classification Table.

Prompt. Used to indicate prompt or no prompt for each change to the Accounting Classification Table.

```

Add Delete Recall Prompt
Make mass additions based on the control string.

----- ACCOUNTING -----
Create New Entries for, Delete or Recall Matching Records With
These Numbers/Characters In The Indicated Positions.
      1      5      10     15     20     25     30     35
      ↓      ↓      ↓      ↓      ↓      ↓      ↓      ↓
      4@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
Create New Entries With These Numbers/Characters In The Indicated Positions.
      5@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
                                ADDING
                                FOR
Changes will be made WITHOUT prompting.

Records in file: 7
  
```

Figure 32. Mass Chg Accounting screen (after entries)

Following are instructions for using these functions.

Adding Accounting Records. At the Mass Chg Accounting screen, with the cursor positioned at the Add function, press [Enter].

Key in the numbers/characters in the indicated positions for the accounting records you want to change on the first line and press [Enter]. The message *Create New Entries With These Numbers/Characters In The Indicated Positions* is displayed. (See [Figure 32](#)). Key in the new numbers/characters in the indicated positions for the accounting records you want to add. After completing all the new entries, press [Enter]. The message *Processing Records X Of X. Press [Esc] To Quit Or P For No Prompt* is displayed as the changes are made. After all the additions are made for the matching records, the message *Net Change To File Was X Records* is displayed indicating the number of records added. Press any key to continue.

Deleting Accounting Records. At the Mass Chg Accounting screen, move to the Delete function and press [Enter]. Key in the accounting records you want to delete.

After deleting all the records, the message *Net Change To File Was X Records* is displayed indicating the number of records deleted. Press any key to continue.

Recalling Accounting Records. At the Mass Chg Accounting screen, move to the Recall function and press [Enter]. Key in the accounting records you want to recall.

After recalling all the records, the message *Net Change To File Was X Records* is displayed indicating the number of records recalled. Press any key to continue.

Prompting Accounting Records. At the Mass Chg Accounting screen, move to the Prompt function and press [Enter]. The message *Changes Will Be Made With/Without Prompting* is displayed on the bottom left of the screen.

- To select Prompt or No Prompt, press [Enter].

If you select Prompt, the message *Make The Indicated Additions?...Ok Cancel* is displayed with *Ok* highlighted. Press [Enter]. The accounting record is added. The message is repeated for each accounting record that matches the numbers/characters in the indicated positions.

Packing Accounting Records. At the Accounting Classification Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all records, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Setting Fiscal Data on Accounting Records. At the Accounting Classification Table screen, move to Set Fiscal and press [Enter]. The Fiscal Year screen (**Figure 33**) is displayed. Key in the first fiscal year position and press [Enter]. The cursor moves to the length for the first fiscal year accounting code. Key in the length and press [Enter]. The cursor moves to the second fiscal year position. Key in the second fiscal year position and press [Enter]. The cursor moves to length for the second fiscal year accounting code. Key in the length and press [Enter]. For example, the accounting code for the first fiscal year ('94) begins in position 1 and contains 35 characters. The accounting code for the second fiscal year ('95) begins in position 1 and contains 35 characters.

After making the modifications to the fiscal year data, the message *Establish This Information As Fiscal Data...Ok Cancel* is displayed with *Ok* highlighted.

- To set the fiscal data, press [Enter].
- To cancel, move to the Cancel prompt and press [Enter].

Add Edit Browse Find Print Mass Chg Pack Set Fiscal
Press Enter to Modify Fiscal year and length.

AD - 633 ENTRY
FISCAL YEAR ACCOUNTING CLASSIFICATION

	1	5	10	15	20	25	30	35
	↓	↓	↓	↓	↓	↓	↓	↓

First Fiscal year pos. 1@@@
Length for first Fiscal XX
Second Fiscal year pos. 2@@@
Length for second Fiscal XX

Figure 33. Fiscal Year screen

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Document Identifier Code (Doc-ID Code)

Doc-ID Code is the second option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, or delete any document identifier codes.

To select this option, move to Doc-ID Code on the Tables menu and press [Enter]. The Document Identifier Code Table screen (**Figure 34**) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or key in the first letter of the option name; e.g., *F* (*Find*).

Below is a brief description of each function:

Add. Used to add a new document identifier code.

Edit. Used to change a document identifier code and/or its description.

Browse. Used to view and/or delete a document identifier code.

Find. Used to locate and/or delete a document identifier code.

Print. Used to print the Document Identifier Code Table.

Pack. Used to permanently remove document identifier codes previously marked for deletion.

Following are instructions for using these functions:

Adding a Document Identifier Code. At the Document Identifier Code Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the DIC column. Key in the document identifier code. The cursor is positioned at the Description column. Key in the description of the code and press [Enter]. After making the additions, the message *Add This*

Record To The File?...Ok Cancel is displayed with *Ok* highlighted.

- To add the Doc-ID code to the table, press [Enter].
- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate code, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value.* *Okay* is displayed. Press [Enter] to add another Doc-ID code.

Editing a Document Identifier Code. At the Document Identifier Code Table screen, move to the Edit function and press [Enter]. Locate the document identifier code you want to change by using the Browse or Find functions. Key in any corrections to the document identifier code and/or its description and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].
- To change the edit, move to the Cancel prompt and press [Enter].

Browsing Document Identifier Codes. At the Document Identifier Code Table screen, move to the Browse function and press [Enter].

- To view a code, move to the code and press [Enter]. The document identifier code is displayed.
- To delete a code, move to the code and press [Enter]. The code you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

```

Add Edit Browse Find Print Pack
Press Enter to Add a record to table.

AD - 633 ENTRY
FEDSTRIP DOCUMENT IDENTIFIER CODE TABLE



DIC      DESCRIPTION
A01      Requisition 4 Shipment Oversea w - NSN

F1 - Help   ↓ - Next Record   ↑ - Previous Record   Del - Delete   Esc - Exit
DOC_ID Rec No 1/64   View: Entire file   12Kfree
  
```

Figure 34. Document Identifier Code Table screen

- To reactivate a deleted record, press [Del] a second time. The message <Deleted> disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding a Document Identifier Code. At the Document Identifier Code Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Document Identification Code* is displayed with a box in the middle of the screen. Key in the document identifier code to be located in the Document Identifier Code box. If the document identifier code entered is not found in the table, the message *XXX Not Found In Doc-ID* is displayed. Press any key to continue.

 **Note:** Instructions for deleting a code under **Find** are the same as those found under **Browse**. 

Printing the Document Identifier Code Table. At the Document Identifier Code Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Packing Document Identifier Codes. At the Document Identifier Code Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all records, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Routing Identifier Code (Routing-ID Code)

Routing-ID Code is the third option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, or delete any routing identifier codes.

To select this option, move to Routing-ID Code on the Tables menu and press [Enter]. The Routing Identifier Code Table screen (**Figure 35**) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or key in the first letter of the option name; e.g., *F* (*Find*).

Below is a brief description of each function:

Add. Used to add a new routing identifier code.

Edit. Used to change a routing identifier code and/or its description.

Browse. Used to view and/or delete a routing identifier code.

Find. Used to locate and/or delete a routing identifier code.

Print. Used to print the Routing Identifier Code Table.

Pack. Used to permanently remove routing identifier codes previously marked for deletion.

Adding a Routing Identifier Code. At the Routing Identifier Code Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the RIC column. Key in the routing identifier code. The cursor is positioned at the Description column. Key in the description of the code and press [Enter]. After making the additions, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the Routing-ID code to the table, press [Enter].

- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate code, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value. Okay* is displayed. Press [Enter] to add another Routing-ID code.

Editing a Routing Identifier Code. At the Routing Identifier Code Table screen, move to the Edit function and press [Enter]. Locate the routing identifier code you want to change by using the Browse or Find functions. Key in any corrections to the routing identifier code and/or its description and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].
- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing Routing Identifier Codes. At the Routing Identifier Code Table screen, move to the Browse function and press [Enter].

- To view a code, move to the code and press [Enter]. The routing identifier code is displayed.
- To delete a code, move to the code and press [Enter]. The code you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

- To reactivate a deleted record, press [Del] a second time. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

```

Add Edit Browse Find Print Pack
Press Enter to Add a record to table.



AD - 633 ENTRY
FEDSTRIP ROUTING IDENTIFIER CODE TABLE

RIC      DESCRIPTION
GA0  GSA - DULUTH, GEORGIA

F1 - Help  | - Next Record  ↑ - Previous Record  Del - Delete  Esc - Exit
ROU_ID Rec No 4/23          View: Entire file 12Kfree
  
```

Figure 35. Routing Identifier Code Table screen

Finding a Routing Identifier Code. At the Routing Identifier Code Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Routing Identifier Code* is displayed with a box in the middle of the screen. Key in the routing identifier code to be located in the Routing Identifier Code box. If the routing identifier code entered is not found in the table, the message *XXX Not Found In Rou-ID* is displayed. Press any key to continue.

 **Note:** Instructions for deleting a code under **Find** are the same as those found under **Browse**. 

Printing the Routing Identifier Code Table. At the Routing Identifier Code Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Packing Routing Identifier Codes. At the Routing Identifier Code Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all codes, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Priority Code

Priority Code is the fourth option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, or delete any priority codes.

To select this option, move to Priority Code on the Tables menu and press [Enter]. The Priority Code Table screen (**Figure 36**) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or key in the first letter of the option name; e.g., *F* (*Find*).

Below is a brief description of each function:

Add. Used to add a new priority code.

Edit. Used to change a priority code and/or its description.

Browse. Used to view and/or delete a priority code.

Find. Used to locate and/or delete a priority code.

Print. Used to print the Priority Code Table.

Pack. Used to permanently remove priority codes previously marked for deletion.

Following are instructions for using these functions:

Adding a Priority Code. At the Priority Code Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the Prior column. Key in the priority code. The cursor is positioned at the Description column. Key in the description of the code and press [Enter]. After making the additions, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the priority code to the table, press [Enter].
- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate code, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value. Okay* is displayed. Press [Enter] to add another priority code.

Editing a Priority Code. At the Priority Code Table screen, move to the Edit function and press [Enter]. Locate the priority code you want to change by using the Browse or Find functions. Key in any corrections to the priority code and/or its description and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].
- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing Priority Codes. At the Priority Code Table screen, move to the Browse function and press [Enter].

- To view a code, move to the code and press [Enter]. The priority code is displayed.
- To delete a code, move to the code and press [Enter]. The code you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

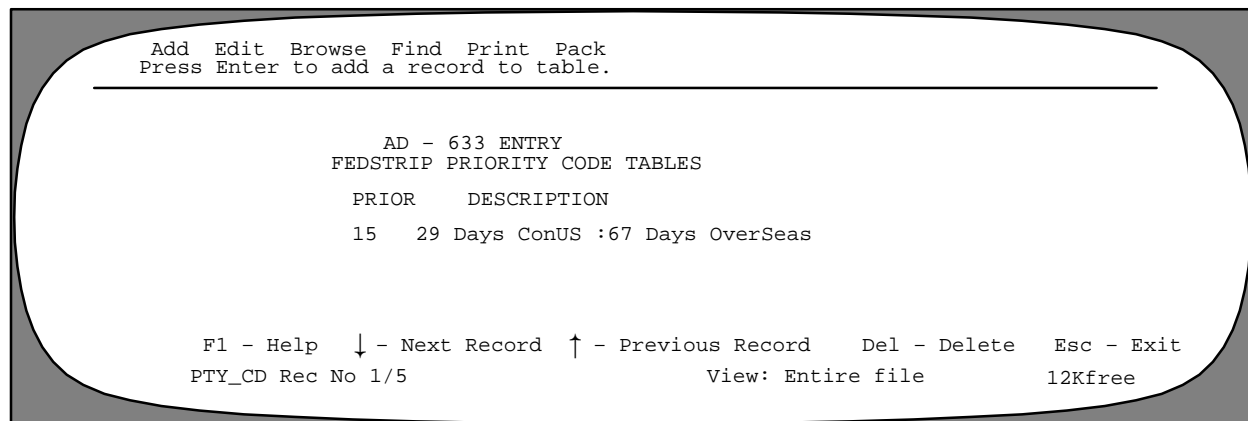




Figure 36. Priority Code Table screen

- To reactivate a deleted record, press [Del] a second time. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding a Priority Code. At the Priority Code Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Priority Code* is displayed with a box in the middle of the screen. Key in the priority code to be located in the Priority Code box. If the priority code entered is not found in the table, the message *XX Not Found In Pty-CD* is displayed. Press any key to continue.

 **Note:** Instructions for deleting a code under **Find** are the same as those found under **Browse**. 

Printing the Priority Code Table. At the Priority Code Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Packing Priority Codes. At the Priority Code Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all codes, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Advice Code

Advice Code is the fifth option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, or delete any advice codes.

To select this option, move to Advice Code on the Tables menu and press [Enter]. The Advice Code Table screen (**Figure 37**) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or key in the first letter of the option name; e.g., *F* (*Find*).

Below is a brief description of each function:

Add. Used to add a new advice code.

Edit. Used to change an advice code and/or its description.

Browse. Used to view and/or delete an advice code.

Find. Used to locate and/or delete an advice code.

Print. Used to print the Advice Code Table.

Pack. Used to permanently remove advice codes previously marked for deletion.

Following are instructions for using these functions:

Adding an Advice Code. At the Advice Code Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the ADV column. Key in the advice code. The cursor is positioned at the Description column. Key in the description of the code and press [Enter]. After making the additions, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the advice code to the table, press [Enter].
- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate code, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value. Okay* is displayed. Press [Enter] to add another advice code.

Editing an Advice Code. At the Advice Code Table screen, move to the Edit function and press [Enter]. Locate the advice code you want to change by using the Browse or Find functions. Key in any corrections to the advice code and/or its description and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].
- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing Advice Codes. At the Advice Code Table screen, move to the Browse function and press [Enter].

- To view a code, move to the code and press [Enter]. The advice code is displayed.
- To delete a code, move to the code and press [Enter]. The code you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

```

Add Edit Browse Find Print Pack
Press Enter to Add a record to table.

AD - 633 ENTRY
FEDSTRIP ADVICE CODE TABLE



ADV      DESCRIPTION
21      Combination of 2L & 2T

F1 - Help  ↓ - Next Record  ↑ - Previous Record  Del - Delete  Esc - Exit
ADV_CD Rec NO 28/39      View: Entire file      12Kfree
  
```

Figure 37. Advice Code Table screen

- To reactivate a deleted record, press [Del] a second time. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding an Advice Code. At the Advice Code Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Advice Code* is displayed with a box in the middle of the screen. Key in the advice code to be located in the Advice Code box. If the advice code entered is not found in the table, the message *XX Not Found In Adv-Cd* is displayed. Press any key to continue.

 **Note:** Instructions for deleting a code under **Find** are the same as those found under **Browse**. 

Printing the Advice Code Table. At the Advice Code Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Packing Advice Codes. At the Advice Code Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all codes, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Object-Class Code

Object-Class Code is the sixth option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, or delete any object-class codes.

To select this option, move to Object-Class Code on the Tables menu and press [Enter]. The Object-Class Code Table screen (**Figure 38**) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or key in the first letter of the option name; e.g., *F* (*Find*).

Below is a brief description of each function:

Add. Used to add a new object-class code.

Edit. Used to change an object-class code and/or its description.

Browse. Used to view and/or delete an object-class code.

Find. Used to locate and/or delete an object-class code.

Print. Used to print the Object-Class Code Table.

Pack. Used to permanently remove object-class codes previously marked for deletion.

Following are instructions for using these functions:

Adding an Object-Class Code. At the Object-Class Code Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the OC column. Key in the object-class code. The cursor is positioned at the Description column. Key in the description of the code and press [Enter]. After making the additions, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the object-class code to the table, press [Enter].

- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate code, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value. Okay* is displayed. Press [Enter] to add another object-class code.

Editing an Object-Class Code. At the Object-Class Code Table screen, move to the Edit function and press [Enter]. Locate the object-class code you want to change by using the Browse or Find functions. Key in any corrections to the object-class code and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].

- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing Object-Class Codes. At the Object-Class Code Table screen, move to the Browse function and press [Enter].

- To view a code, move to the code and press [Enter]. The object class code is displayed.

- To delete a code, move to the code and press [Enter]. The code you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

```

Add Edit Browse Find Print Pack
Press Enter to Add a record to table.

AD - 633 ENTRY
FEDSTRIP OBJECT CLASS CODE TABLE

OC      DESCRIPTION
1       2680 FEDSTRIP Supplies



F1 - Help  ↓ - Next Record  ↑ - Previous Record  Del - Delete  Esc - Exit
OBJ_CD Rec No 18/24                View: Entire file      12Kfree
  
```

Figure 38. Object-Class Code Table screen

- To reactivate a deleted record, press [Del] a second time. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding an Object-Class Code. At the Object-Class Code Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Object Code* is displayed with a box in the middle of the screen. Key in the object-class code to be located in the Object Code box.

If the object-class code entered is not found in the table, the message *X Not Found In OBJ-CD* is displayed.

 **Note:** Instructions for deleting a code under **Find** are the same as those found under **Browse**. 

Printing the Object-Class Code Table. At the Object-Class Code Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file and press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Packing Object-Class Codes. At the Object-Class Code Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all codes, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Unit Of Issue Code

Unit of Issue Code is the seventh option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, or delete any unit of issue codes.

To select this option, move to Unit of Issue Code on the Tables menu and press [Enter]. The Unit of Issue Code Table screen (Figure 39) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or key in the first letter of the option name; e.g., *F* (*Find*).

Below is a brief description of each function:

Add. Used to add a new unit of issue code.

Edit. Used to change a unit of issue code and/or its description.

Browse. Used to view and/or delete a unit of issue code.

Find. Used to locate and/or delete a unit of issue code.

Print. Used to print the Unit of Issue Code Table.

Pack. Used to permanently remove unit of issue codes previously marked for deletion.

Following are instructions for using these functions:

Adding a Unit of Issue Code. At the Unit of Issue Code Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the Issue column. Key in the unit of issue code. The cursor is positioned at the Description column. Key in the description of the code and press [Enter]. After making the additions, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the unit of issue code to the table, press [Enter].

- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate code, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value. Okay* is displayed. Press [Enter] to add another unit of issue code.

Editing a Unit of Issue Code. At the Unit of Issue Code Table screen, move to the Edit function and press [Enter]. Locate the unit of issue code you want to change by using the Browse or Find functions. Key in any corrections to the unit of issue code and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].

- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing Unit of Issue Codes. At the Unit of Issue Code Table screen, move to the Browse function and press [Enter].

- To view a code, move to the code and press [Enter]. The unit of issue code is displayed.

- To delete a code, move to the code and press [Enter]. The code you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

```

Add Edit Browse Find Print Pack
Press Enter to Add a record to table.

AD - 633 ENTRY
FEDSTRIP UNIT OF ISSUE CODE TABLES



ISSUE      DESCRIPTION
EA         Each

F1 - Help  ↓ - Next Record  ↑ - Previous Record  Del - Delete  Esc - Exit
ISSUE_UNIT Rec No 20/49  View: Entire file  12k free
  
```

Figure 39. Unit of Issue Code Table screen

- To reactivate a deleted record, press [Del] a second time. The message <Deleted> disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding a Unit of Issue Code. At the Unit of Issue Code Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Issue Code* is displayed with a box in the middle of the screen. Key in the unit of issue code to be located in the Issue Code box. If the unit of issue code entered is not found in the table, the message *XX Not Found In Issue-Unit* is displayed. Press any key to continue.

 **Note:** Instructions for deleting a code under **Find** are the same as those found under **Browse**. 

Printing the Unit of Issue Code Table. At the Unit of Issue Code Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Packing Unit of Issue Codes. At the Unit of Issue Code Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all codes, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Requisit Numbers

Requisit Numbers is the eighth option on the Tables menu. This option is used by Level 3 users to enter, change, view, locate, print, or delete any requisition numbers.

To select this option, move to Requisit Numbers on the Tables menu and press [Enter]. The Requisit Numbers Table screen (**Figure 40**) is displayed with a function menu bar at the top. **Note:** The cursor is automatically positioned at the Add function.

To select a function, move to the function and press [Enter] or key in the first letter of the option name; e.g., F (*Find*).

Below is a brief description of each function:

Add. Used to add a new requisition number.

Edit. Used to change a requisition number and/or its description.

Browse. Used to view and/or delete a requisition number.

Find. Used to locate and/or delete a requisition number.

Print. Used to print the Requisit Numbers Table.

Pack. Used to permanently remove requisition numbers previously marked for deletion.

Following are instructions for using these functions:

Adding a Requisition Number. At the Requisit Numbers Table screen, with the cursor positioned at the Add function, press [Enter]. The cursor is positioned at the Requisition column. Key in the requisition number. The cursor is positioned at the Description column. Key in the description of the requisition number and press [Enter]. After making the additions, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add the requisition number to the table, press [Enter].

- To cancel the add, move to the Cancel prompt and press [Enter].

If you try to add a duplicate number, the message *This Value Must Be Unique. The Value You Entered Exists. Please Enter Another Value. Okay* is displayed. Press [Enter] to add another requisition number.

Editing a Requisition Number. At the Requisit Numbers Table screen, move to the Edit function and press [Enter]. Locate the requisition number you want to change by using the Browse or Find functions. Key in any corrections to the requisition number and press [Enter]. After making all changes, the message *Write The Changes To Disk?...Ok Cancel* is displayed with *Ok* highlighted.

Note: Records are locked to a single user during editing.

- To edit, press [Enter].

- To cancel the edit, move to the Cancel prompt and press [Enter].

Browsing Requisition Numbers. At the Requisit Numbers Table screen, move to the Browse function and press [Enter].

- To view a number, move to the number and press [Enter]. The requisition number is displayed.

- To delete a number, move to the number and press [Enter]. The number you selected is displayed. Press [Del]. The message *Delete This Record?...Ok Cancel* is displayed with *Ok* highlighted. To delete, press [Enter]. The message *<Deleted>* is displayed at the bottom of the screen.

Note: Once you move to another record, the message *<Deleted>* is no longer displayed.

```

Add Edit Browse Find Print Pack
Press Enter to Add a record to table.

AD - 633 ENTRY
FEDSTRIP REQUISIT NUMBERS TABLE



REQUISIT  DESCRIPTION

F1 - Help  ↓ - Next Record  ↑ - Previous Record  Del - Delete  Esc - Exit
REQ_ER Rec No 1/2  View: Entire file  18k free
  
```

Figure 40. Requisit Numbers Table screen

- To reactivate a deleted record, press [Del] a second time. The message *<Deleted>* disappears.
- To cancel the delete, move to the Cancel prompt and press [Enter].

Finding a Requisition Number. At the Requisition Numbers Table screen, move to the Find function and press [Enter]. (This option is helpful when dealing with very lengthy tables.) The message *Search For Requisition Number* is displayed with a box in the middle of the screen. Key in the requisition number to be located in the Requisition Number box. If the requisition number entered is not found in the table, the message *XXXX Not Found In Req-er* is displayed. Press any key to continue.

 **Note:** Instructions for deleting a number under **Find** are the same as those found under **Browse**. 

Printing the Requisition Numbers Table. At the Requisition Numbers Table screen, move to the Print function and press [Enter]. The Report Settings menu is displayed with Destination of Report highlighted. Press [Enter]. The Select Destination pop-up is displayed.

Move to the selected destination: Screen, Printer, or File and press [Enter].

The cursor moves to the Report Settings Menu with Destination of Report highlighted. Move to Print the Report and press [Enter].

If you selected Screen as the destination of report, the message *Processing Complete* is displayed. Press any key to continue. The report is displayed on the screen.

If you selected Printer, the message *Set The Printer To The Top Of The Page* is displayed. Press any key to continue. The message *Processing Complete* is displayed. Press any key to continue.

If you selected File, the message *Send The Output To File...* is displayed. Key in the name of the file. Press [Enter]. The message *Processing Complete* is displayed. Press any key to continue. The message *Report Complete* is displayed.

Packing Requisition Numbers. At the Requisition Numbers Table screen, move to the Pack function and press [Enter]. The message *Remove All Records Marked For Deletion?...Ok Cancel* is displayed with *Ok* highlighted.

- To delete all numbers, press [Enter].
- To cancel the pack, move to the Cancel prompt and press [Enter].

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

(reserved)

Exhibits

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

Title VI
Chapter 7
Section 9

Sample Form AD-633 (Rev. 3-77)

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

Exhibit 2

Sample Print AD-633

United States Department of Agriculture Multiuse Standard Requisitioning/Issue System Document												
(DOCUMENT IDENTIFICATION)					SUP	SIG	FUND	PROJ	REQ-DEL			
DIC	RIC	M-S	REQ-ER	DATE	ADDRESS	CD	CD	DIST	PRIOR	DATE	AG	UNIT
A01	GSA		121234	5069		C	TW		15		90	
REQUISITION DATA												
SER	FSN		IS	QTY	PRICE	ADV	OC	AC	REMARKS			
0003	3210987654321		EA	3	5.00	2A	1	1				
0002	1212121212121		BG	2	4.00	2A	1	1				
this-page-					23.00	-total						
ACCT		ACCOUNTING CLASSIFICATION				DISTRIBUTION						
LINE		A	B	C	D	E	PERCENT					
01		12345										
02												
03												
AD-633		DATE				NAME						

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

Title VI
Chapter 7
Section 9

Exhibit 3

FEDSTRIP AD-633 Transmission Report (*in balance*)

DATE 94347 TIME PROCESSED - 09:14:149	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF FINANCE AND MANAGEMENT, NATIONAL FINANCE CENTER FEDSTRIP AD-633 TRANSMISSION REPORT	REPORT NO PAGE 1
NFC ID NUMBER - NF127		
GROUP IDENTIFIER	TOTALS IN TRANSMISSION TRAILER RECORD	TOTALS COMPUTED FROM DETAILS
	UNIT PRICE QTY NO OF RECORDS	UNIT PRICE QTY NO OF RECORDS
PCFD12-12-94	2,000,003.93 20001 38	2,000,003.93 20001 38
GRAND TOTAL	2,000,003.93 20001 39	2,000,003.93 20001 39
NOTE: *ASTERISKS TO THE RIGHT OF ANY LINE ABOVE INDICATES A FATAL ERROR ENTIRE TRANSMISSION MUST BE REDONE		
LIST OF DOCUMENT NUMBERS AND DOCUMENT IDS FOR THIS TRANSMISSION		
DOCUMENT NUMBER REQ DATE SERIAL	DOCUMENT ID REQ DATE SERIAL	DOCUMENT NUMBER REQ DATE SERIAL
123456 4200 0001	AOA 123456 4200 0002	AOA 123456 4200 0003
123456 4200 0004	AOA 123456 4335 0001	AOA 123456 4335 0002
123456 4335 0003	AOA 123456 4335 0004	AOA 123456 4335 0005
123456 4335 0006	AOA 123456 4335 0007	AOA 123456 4335 0008
123456 4335 0009	AOA 123456 4335 0010	AOA 123456 4335 0011
123456 4335 0012	AOA 123456 4335 0013	AOA 123456 4335 0014
123456 4335 0015	AOA 123456 4335 0016	AOA 123456 4335 0017
123456 4335 0018	AOA 123456 4335 0019	AOA 123456 4335 0020
129999 4200 0001	AOA 129999 4200 0002	

Systems Access Manual

Procurement and Other Payments

Personal Computer FEDSTRIP System

Exhibit 4

FEDSTRIP AD-633 Transmission Report (out of balance)

DATE 94346 TIME PROCESSED - 14:52:315	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF FINANCE AND MANAGEMENT, NATIONAL FINANCE CENTER FEDSTRIP AD-633 TRANSMISSION REPORT				REPORT NO FEDS5001 PAGE 1	
NFC ID NUMBER - NF127						
GROUP IDENTIFIER	TOTALS IN TRANSMISSION TRAILER RECORD		TOTALS COMPUTED FROM DETAILS		R E M A R K S	
	UNIT PRICE	QTY	NO OF RECORDS	UNIT PRICE	QTY	NO OF RECORDS
PCFD12-12-94	2,000,003.93	200000	38	2,000,003.93	2000001	38
GRAND TOTAL	2,000,003.93	200000	39	2,000,003.93	2000001	39
NOTE: ASTERISKS TO THE RIGHT OF ANY LINE ABOVE INDICATES A FATAL ERROR ENTIRE TRANSMISSION MUST BE REDONE						
LIST OF DOCUMENT NUMBERS AND DOCUMENT IDS FOR THIS TRANSMISSION						
DOCUMENT NUMBER REQ DATE	SERIAL	DOCUMENT ID	DOCUMENT NUMBER REQ DATE	SERIAL	DOCUMENT ID	
123456 4200 0001	AOA	123456 4200 0002	AOA	123456 4200 0003	AOA	
123456 4200 0004	AOA	123456 4335 0001	AOA	123456 4335 0002	AOA	
123456 4335 0003	AOA	123456 4335 0004	AOA	123456 4335 0005	AOA	
123456 4335 0006	AOA	123456 4335 0007	AOA	123456 4335 0008	AOA	
123456 4335 0009	AOA	123456 4335 0010	AOA	123456 4335 0011	AOA	
123456 4335 0012	AOA	123456 4335 0013	AOA	123456 4335 0014	AOA	
123456 4335 0015	AOA	123456 4335 0016	AOA	123456 4335 0017	AOA	
123456 4335 0018	AOA	123456 4335 0019	AOA	123456 4335 0020	AOA	
129999 4200 0001	AOA	129999 4200 0002	AOA			

Appendix

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

List Of DOS Error Numbers

Error Number	Description	Error Number	Description
1	Invalid function number	36	Sharing buffer overflow
2	File not found	37–49	Reserved
3	Path not found	50	Network request not supported
4	Too many open files (no handles left)	51	Remote computer not listening
5	Access denied	52	Duplicate name on network
6	Invalid handle	53	Network name not found
7	Memory control blocks destroyed	54	Network busy
8	Insufficient memory	55	Network device no longer exists
9	Invalid memory block address	56	Network BIOS command limit exceeded
10	Invalid environment	57	Network adapter hardware error
11	Invalid format	58	Incorrect response from network
12	Invalid access code	59	Unexpected network error
13	Invalid data	60	Incompatible remote adapter
14	Reserved	61	Print queue full
15	Invalid drive was specified	62	Not enough space for print file
16	Attempt to remove the current directory	63	Print file deleted (not enough space)
17	Not same device	64	Network name deleted
18	No more files	65	Access denied
19	Attempt to write on write-protected diskette	66	Network device type incorrect
20	Unknown unit	67	Network name not found
21	Drive not ready	68	Network name limit exceeded
22	Unknown command	69	Network BIOS session limit exceeded
23	Data error (CRC)	70	Temporarily paused
24	Bad request structure length	71	Network request not accepted
25	Seek error	72	Print or disk redirection paused
26	Unknown media type	73–79	Reserved
27	Sector not found	80	File already exists
28	Printer out of paper	81	Reserved
29	Write fault	82	Cannot make directory entry
30	Read fault	83	Fail on INT 24H
31	General failure	84	Too many redirections
32	Sharing violation	85	Duplicate redirection
33	Lock violation	86	Invalid password
34	Invalid disk change	87	Invalid parameter
35	FCB available	88	Network device fault

Systems Access Manual
Procurement and Other Payments
Personal Computer FEDSTRIP System

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

[About This Procedure](#), 1
[Access Levels](#), 3
[Accounting Code](#), 43
[AD-633 \(entering only\)](#), 18
[AD-633 \(creating a transmit file\)](#), 31
[Advice Code](#), 52

C

[Creating Transmit Files \(Access Level 2\)](#), 29

D

[Document Identifier Code \(Doc-ID Code\)](#), 46

E

[Entering AD-633 Data \(Access Level 1\)](#), 15
[Equipment](#), 3
[Exhibits](#), 61

F

[FEDSTRIP AD-633 Transmission Report \(in balance\)](#), 65
[FEDSTRIP AD-633 Transmission Report \(out of balance\)](#), 66
[Function Keys](#), 13

H

[How The Procedure Is Organized](#), 1

L

[List Of DOS Error Numbers](#), 69

M

[Maintaining PC-FEDS \(Access Level 3\)](#), 37

O

[Object-Class Code](#), 54
[Operating Features](#), 13

P

[PC-FEDS Main Menu \(Access Level 1\)](#), 17
[PC-FEDS Main Menu \(Access Level 2\)](#), 31
[PC-FEDS Main Menu \(Access Level 3\)](#), 39
[Priority Code](#), 50

R

[Requisit Numbers](#), 58
[Routing Identifier Code \(Routing-ID Code\)](#), 48

S

[Sample Form AD-633 \(Rev. 3-77\)](#), 63
[Sample Print AD-633](#), 64
[Security And Remote Terminal Usage](#), 11
[Sign-Off](#), 12
[Sign-On](#), 11
[Software Installation](#), 5
[System Access](#), 11
[System Edits](#), 13
[System Operation](#), 13

Title VI
Chapter 7
Section 9

Systems Access Manual Procurement and Other Payments Personal Computer FEDSTRIP System

[System Overview](#), 3

[Users](#), 40

[Utilities](#), [26](#), [34](#)

T

[Tables](#), 42

[Technical Support](#), 4

U

[Unit Of Issue Code](#), 56

W

[What Conventions Are Used](#), 1

[Who To Contact For Help](#), 1